

CHAPTER 4

PUBLICATIONS AND DIRECTIVES

Numerous publications and directives are used every day to conduct business in the office of the chaplain in support of the Command Religious Program (CRP). It is the responsibility of the RP to maintain office of the chaplain publications and directives by making the appropriate changes and corrections. These changes are normally made by inserting new pages, removing obsolete pages, or by making pen-and-ink changes in existing documents.

This chapter will be devoted to identifying many of the publications and directives used in today's Navy and Marine Corps; explaining the basic contents of the *Department of the Navy Directives Issuance System* (SECNAVINST 5215.1); and illustrating various types of directives.

The chief publications/directives which the RP will use in conducting business in the office of the chaplain will be described in the first sections of this chapter. It should be noted that the RP is not expected to know the entire contents of each of these documents. However, locating accurate information in a timely manner for assigned chaplains is one of the most important tasks that RPs perform. Knowing where to look for this information is one skill every RP must possess. NOTE: For purposes of this discussion, publications have been grouped under the general headings: regulatory/guidance, correspondence/directives, supply, Command Religious Program, and Marine Corps. It should also be noted that each command decides which publications are maintained in the various departments. The RP should ensure that the office of the chaplain has access to any publications that may be needed to support the CRP. Having a copy of each publication may not be required; however, ready access to the publications is imperative.

REGULATORY/GUIDANCE PUBLICATIONS

The fundamental law governing the Department of the Navy is derived from three basic sources. These sources are:

- The *Constitution* of the United States.
- Treaties of the United States.
- Laws passed by the Congress of the United States.

These three sources provide broad outlines from which publications and directives are developed to establish and define specific rules and regulations. Title 10 of the United States Code, which is entitled "Armed Forces," is derived from these three sources as well as other statutory sources. The following sections will be devoted to identifying various publications which define specific rules and regulations in the Department of the Navy.

UNITED STATES NAVY REGULATIONS

The publication, *United States Navy Regulations*, is foremost in general importance among official publications. This publication outlines the organizational structure of the Department of the Navy and promulgates the principles and policies by which the Navy and Marine Corps are governed. It consists of the following 12 chapters.

- Chapter 1—The Department of the Navy (Articles 0100 series)

- Chapter 2—The Secretary of the Navy (Articles 0200 series)
- Chapter 3—The Chief of Naval Operations (Articles 0300 series)
- Chapter 4—The Commandant of the Marine Corps (Articles 0400 series)
- Chapter 5—The United States Coast Guard (Articles 0500 series)
- Chapter 6—The Commanders in Chief and other Commanders (Articles 0600 series)
- Chapter 7—The Commanding Officer (Articles 0700 series)
- Chapter 8—Precedence, Authority, and Command (Articles 0800 series)
- Chapter 9—The Senior Officer Present (Articles 0900 series)
- Chapter 10—Honors and Ceremonies (Articles 1000 series)
- Chapter 11—Rights and Responsibilities of Persons in the Department of the Navy (Articles 1100 series)
- Chapter 12—Purpose and Force of Regulations within the Department of the Navy (Articles 1200 series)

Figure 4-1 shows an example of an article extracted from Chapter 7 of *Navy Regulations*. This publication is provided in “looseleaf” form and kept in an adjustable binder so that changes may be easily inserted as needed. NOTE: The Chief of Naval Operations is responsible for making changes to *Navy Regulations* and changes are approved by the Secretary of the Navy.

STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY (SORM)

Regulations and guidance governing the conduct of all members of the U.S. Navy are promulgated in *Standard Organization and Regulations of the U.S. Navy* (OPNAVINST 3120.32). This publication is referred to as the

0722. Observance of Sunday

1. Except by reason of necessity or in the interest of the welfare and morale of the command, the performance of work shall not be required on Sunday. Except by reason of necessity, ships shall not be sailed nor units of aircraft or troops be deployed on Sunday. The provisions of this paragraph need not apply to commands engaged in training reserve components of the Navy and the Marine Corps.

2. Divine services shall be conducted on Sunday if possible. All assistance and encouragement shall be given to chaplains in the conduct of these services, and music shall be available, if practicable. The chaplain shall be permitted to conduct public worship according to the manner and forms of the church of which he/she is a member. A suitable space shall be designated and properly rigged for the occasion, and quiet shall be maintained throughout the vicinity during divine services. The religious preferences and the varying religious needs of individuals shall be recognized, respected, encouraged, and ministered to as practicable. Daily routine in ships and activities shall be modified on Sunday as practicable to achieve this end.

3. When there is no chaplain attached to the command, the commanding officer shall engage the services of any naval or military chaplain who may be available; or, failing in this, shall, when practicable, invite and may remunerate a civilian clergyman/clergywoman to conduct religious services. Services led by lay leaders are encouraged. Provision shall be made for sending and receiving church parties as appropriate and practicable.

Figure 4-1.—Chapter 7 Article of Navy Regulations.

“SORM.” Two types of print are used in this publication. Material printed in italicized type is regulatory and applies individually to each member of the U.S. Navy. The material printed in plain type is for the guidance of commanders,

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
OPNAVINST 3120.32A
Ser 09/101100
27 March 1979

OPNAV INSTRUCTION 3120.32A

From: Chief of Naval Operations
To: All Ships and Stations (Less Marine Corps field addressees not having Navy Personnel attached)

Subj: Standard Organization and Regulations of the U.S. Navy

1. Purpose. To promulgate regulations and guidance governing the conduct of all members of the U.S. Navy.
2. Cancellation. This instruction cancels OPNAV INSTRUCTION 3120.32, which shall be destroyed without report.
3. Applicability. This instruction applies to all members of the U.S. Navy. Nothing in this instruction is intended to contravene or supersede any provision of the U.S. Navy Regulations, 1973.
4. Information.
 - a. Regulations. The material in this instruction which is printed in italicized type is regulatory. These regulations apply to each member of the U.S. Navy individually and will not be further implemented. Violation of any provision of these regulations is punishable in accordance with the Uniform Code of Military Justice (10 U.S.C., Art 801-940).
 - b. Guidance. The material in this instruction which is printed in plain type is for the guidance of commanders, commanding officers, and officers in charge. This material may be further implemented by subordinate commanders as considered necessary or appropriate.

Figure 4-2.—Disposition of OPNAVINST 3120.32A to Marine Corps addressees.

commanding officers, and officers in charge. This latter material may be further implemented by subordinate commanders as necessary.

This publication consists of the following 10 chapters:

- Chapter 1—Administration
- Chapter 2—Standard Unit Organization
- Chapter 3—The Unit Organization
- Chapter 4—Watch Organization
- Chapter 5—Regulations
- Chapter 6—Unit Bills

- Chapter 7—Safety
- Chapter 8—Training
- Chapter 9—Maintenance
- Chapter 10—Unit Directives System

The command's master copy of *Standard Organization and Regulations of the U.S. Navy* is normally maintained in the administrative office.

As indicated in the "To" line of figure 4-2, OPNAVINST 3120.32 is not addressed to Marine

Corps field addressees that do not have Navy personnel attached. NOTE: The term "official correspondence" will be used at various times in this chapter. Official correspondence is defined in OP-NAVINST 3120.32 as all written material, documents, publications, charts, messages, and so forth, addressed to or sent from the command.

UNITED STATES NAVY UNIFORM REGULATIONS

Descriptions of authorized U.S. Navy uniforms and the proper manner for their wear are contained in *United States Navy Uniform Regulations* (NAVPERS 15665). This manual is issued by direction of the Chief of Naval Operations and is the sole source for describing U.S.

Navy uniforms. It consists of the following five chapters.

- Chapter 1—General Regulations
- Chapter 2—Uniform Composition and Description
- Chapter 3—Special Uniform Situations
- Chapter 4—Insignia
- Chapter 5—Awards

Figures 4-3, 4-4, and 4-5 were extracted from the 1981 edition of *Navy Uniform Regulations*. The master copy of this publication is normally maintained in the command's administrative office.

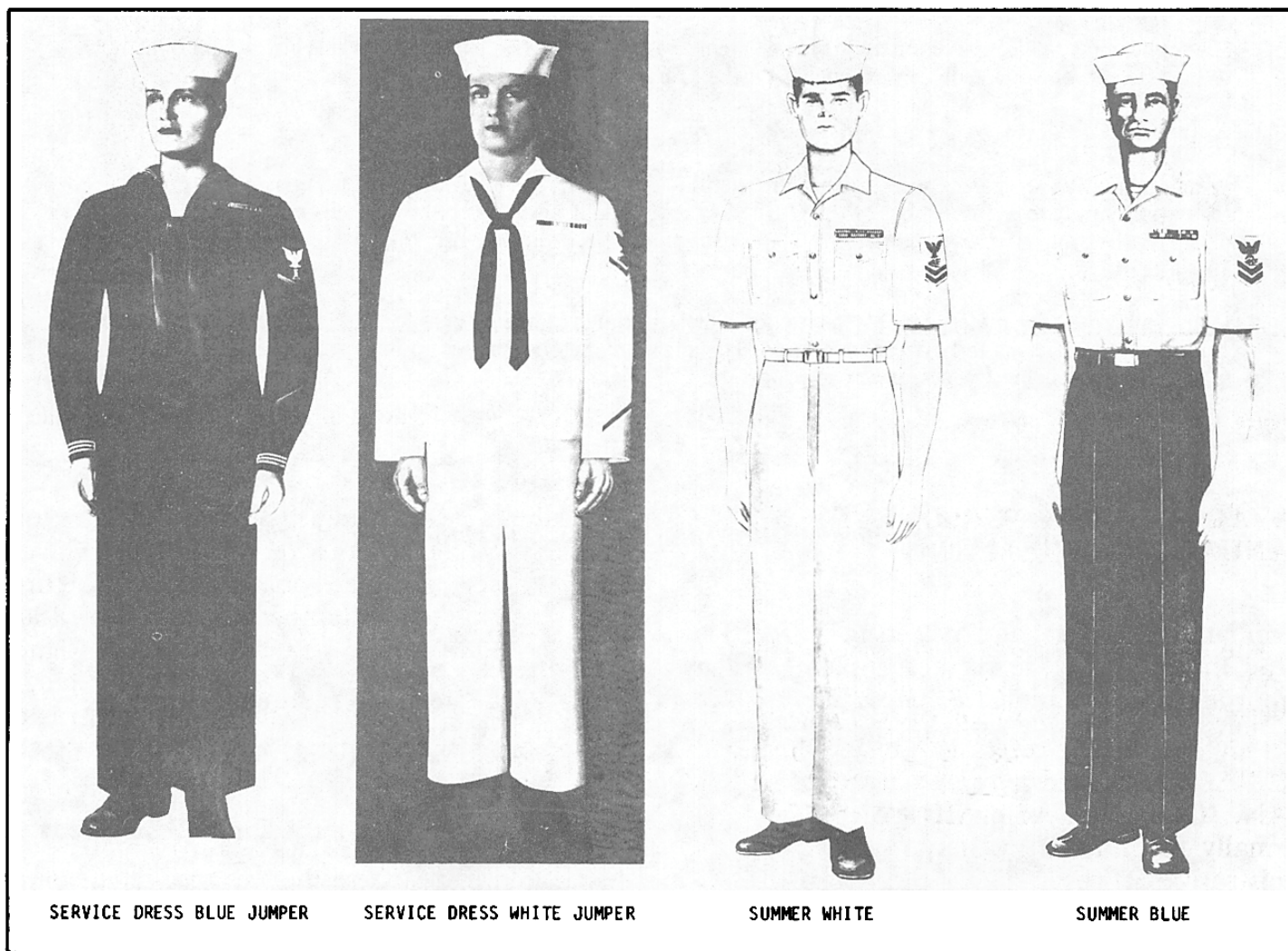
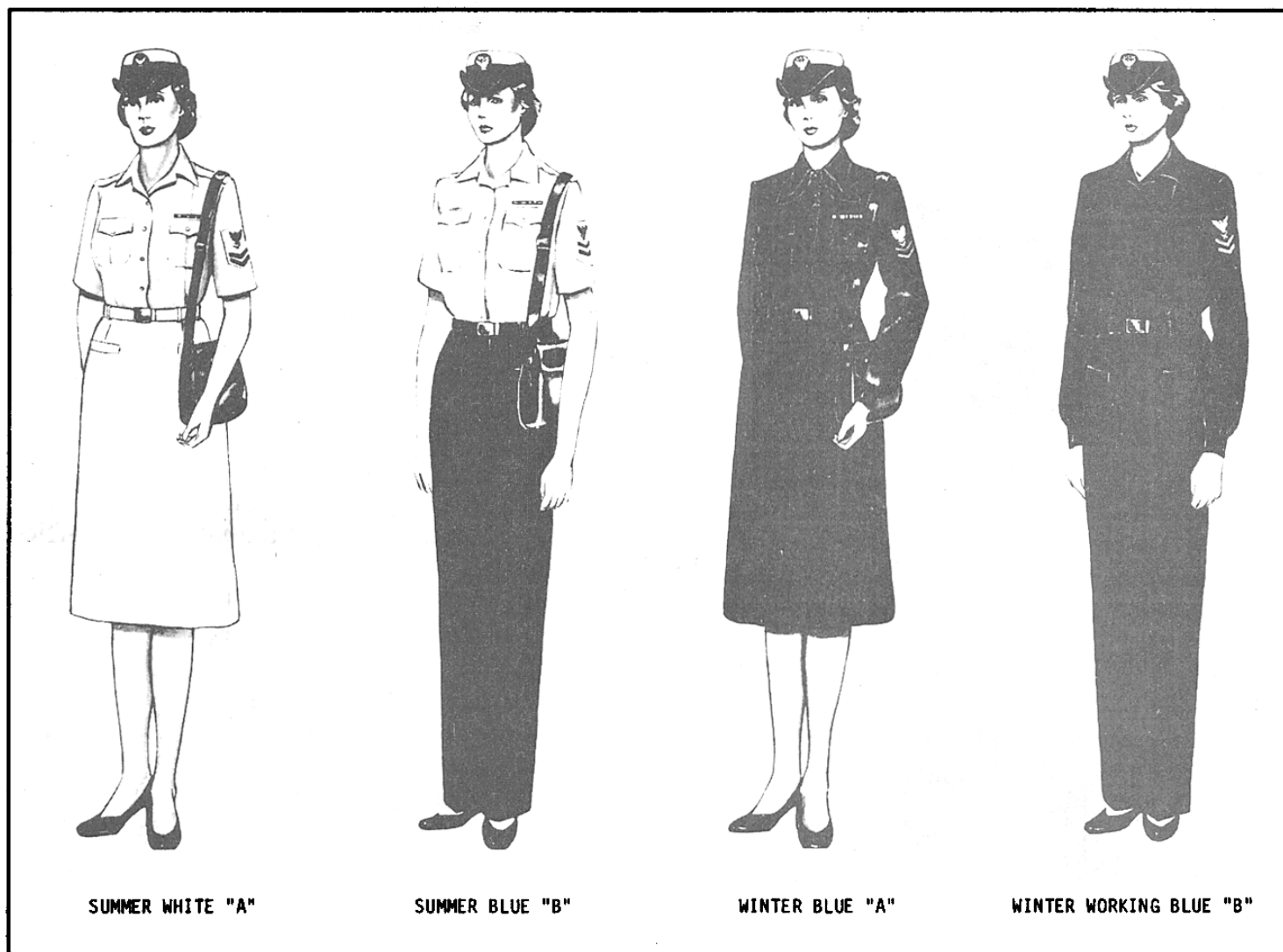


Figure 4-3.—Chapter 2 uniform illustration from 1981 edition of United States Navy Uniform Regulations (Male). 3.263A



3.332A

Figure 4-4.—Chapter 2 uniform illustration from 1981 edition of United States Navy Uniform Regulations (Female).

NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

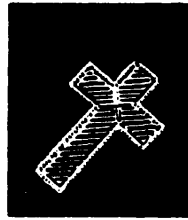
The *Naval Military Personnel Manual* (NAVPERS 15560) contains instructions governing the administration of Navy personnel. This manual is often referred to by its short title, MILPERSMAN and it replaced the BUPERS-MAN. Copies of the MILPERSMAN are normally maintained in the personnel and administrative offices.

Each article in the MILPERSMAN is identified by a seven-digit number. The first two digits identify the chapter; the second two digits identify a section within a chapter; and the last three digits identify an

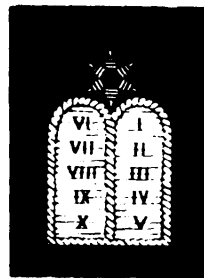
article within the section. Though written together (e.g., 5820100), the article number should be spoken as if it were three separate groups of numbers (e.g., 58 20 100). Article numbers are not necessarily assigned consecutively and, once a number is deleted, it cannot be reused again. Figure 4-6 was extracted from the 1 January 1982 edition of the MILPERSMAN.

Changes to the MILPERSMAN are published quarterly. These changes are scheduled for distribution in time to reach the majority of users on or about the first of each quarter of the year. It should be noted that pen-and-ink changes are not allowed to be made to the MILPERSMAN.

Christian.—A Latin cross, embroidered in gold. Shall be placed on the sleeve, inclined toward the rear, the longer arm making an angle of 60° with the upper stripe. (Right and Left).



Jewish.—Shall consist of the Star of David above and attached to the top center of the Tablets of the Law, all in gold embroidery. Shall be placed on the sleeve in an upright position.



NOTE: AS THIS MODULE WAS BEING DEVELOPED, THE DEPARTMENT OF THE NAVY WAS IN THE PROCESS OF CHANGING THE "TABLETS OF THE LAW" TO SHOW HEBREW LETTERS VICE ROMAN NUMERALS.

Figure 4-5.—Chapter 4 Chaplain Corps insignia from 1981 edition of United States Navy Uniform Regulations.

ENLISTED TRANSFER MANUAL (TRANSMAN)

The *Enlisted Transfer Manual* (NAVPERS 15909) is the official publication used for determining the distribution and assignment of Navy enlisted personnel. This manual is often referred to by its short title, TRANSMAN. It supplements basic regulations and instructions promulgated in the MILPERSMAN. The TRANSMAN's table

of contents is shown in figure 4-7. Copies of this manual are normally maintained in the personnel and administrative offices. Also, the command career counselor will usually retain a copy of this publication.

MANUAL OF ADVANCEMENT

Administration of the enlisted advancement system is promulgated in the *Manual of Advancement* (BUPERSINST 1430.16). It supports and expands the basic policies for advancement as outlined in the MILPERSMAN. Copies of this publication are usually retained in the personnel, administrative, and educational services offices.

The *Manual of Advancement* is divided into two sections (figure 4-8). Section I contains information concerning advancement of personnel on active duty. Section II contains information concerning advancement of personnel on inactive duty. BUPERSINST 1430.16 provides instructions for determining eligibility requirements for advancement; preparation of necessary forms; ordering, custody, and disposition of Navywide examinations; administration of all examinations for advancement; changes in rate or rating; and procedures for effecting advancements.

DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM REGULATION MANUAL

The *Department of the Navy Information Security Program Regulation Manual* (OPNAVINST 5510.1) provides guidance for activities and personnel on classifying and safeguarding classified information. This unclassified security manual provides a ready reference for answering questions which may arise concerning security matters. **NOTE:** The purpose of the Navy's information security program is discussed in more detail in Chapter 2 of this module. OPNAVINST 5510.1 consists of the following 17 chapters.

- Chapter 1—Introduction to the Information Security Program
- Chapter 2—Management of the Information Security Program
- Chapter 3—Security Education

5820100 GENERAL DUTIES OF CHAPLAINS

1. The chaplain shall serve as special advisor and assistant to the respective commanding officer or commander on matters related to religion and religious welfare.
2. In discharging the general duties of a fleet, force, or staff chaplain, the chaplain shall perform the following specific duties:
 - a. Inspect the work of the chaplains at frequent intervals.
 - b. Advise, counsel, and offer suggestions to the chaplains concerning their work.
 - c. Provide services in commands that do not carry chaplains by arranging for the interchange of chaplains of different faiths.
 - d. Call meetings of chaplains for conference, discussion, and adjustment of the matters pertaining to their work.
 - e. Keep the fleet, force, or staff public affairs officer informed of chaplain's activities of public interest.
 - f. Work closely with religious and community groups in order to develop awareness of religious activity in the Navy.
 - g. Evaluate for detailing purposes the favorable professional qualifications in primary and collateral duties of chaplains.
 - h. Maintain liaison with Navy Relief, Red Cross, and other welfare and recreational organizations that render service to naval personnel and their dependents.
 - i. Report annually a summary of activities through 30 September to the Chief of Chaplains (OP-09G) via the chain of command.
3. In discharging the general duties of a chaplain attached to a ship or station, the chaplain shall, with the approval of the commanding officer, perform the following specific duties:
 - a. Administer the Command Religious Program and be responsible for the conduct of divine services on all appropriate occasions in accordance with U.S. Navy Regulations, Article 0722.
 - b. Conduct divine services for other commands.
 - c. Provide appropriate sacramental ministry and pastoral care.
 - d. Form voluntary programs of religious education.
 - e. Visit the sick.
 - f. At general quarters, report to a battle station where the wounded may be ministered to.
 - g. At daily quarters, report his or her presence aboard to the executive officer.
 - h. Visit personnel confined to the brig or personnel civilian correctional facility.
 - i. Keep the public affairs officer informed of chaplain's activities of public interest.
 - j. Work closely with local religious groups in foreign and U.S. communities in order to develop public awareness of the religious activities in the Navy.
 - k. Report annually a summary of activities through 30 September to the Chief of Chaplains (OP-09G) via the chain of command.

Figure 4-6.—General duties of chaplains from 1982 edition of Naval Military Personnel Manual (MILPERSMAN).

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5	SUBMARINE DUTY
6	NUCLEAR POWER TRAINING
7	SERVICE SCHOOLS
8	REENLISTMENT INCENTIVES
9	ASSIGNMENT TO PROGRAMS
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11	RECRUITING DUTY
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13	REASSIGNMENT TO DUTY OF CHOICE FOR LAST 2 YEARS PRIOR TO COMPLETING 30 YEARS' ACTIVE SERVICE (TWILIGHT TOUR)
14	PERSONNEL REASSIGNMENTS/SEPARATIONS INCI- DENT TO ACTIVITY DECOMMISSIONING OR INAC- TIVATION
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19	HOSPITALIZATION OF ENLISTED PERSONNEL
20	AVAILABILITY PROCESSING
21	ORDERS TO ACTIVE DUTY FOR ENLISTED NAVAL RESERVISTS
22	TRAINING AND ADMINISTRATION OF RESERVE (TAR) PROGRAM
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Figure 4-7.—Enlisted Transfer Manual table of contents.

SECTION I

(ADVANCEMENT OF ENLISTED PERSONNEL ON ACTIVE DUTY)

CHAPTER

- 1 INTRODUCTION
 - 2 RESPONSIBILITIES
 - 3 ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT
AND CHANGE IN RATE
 - 4 PREPARATION OF NAVEDTRA 1430/2 (WORKSHEET)
 - 5 INSTRUCTIONS FOR ORDERING EXAMINATIONS
AND PERFORMANCE TESTS
 - 6 INSTRUCTIONS FOR HANDLING, STOWAGE, AND AC-
COUNTABILITY OF EXAMINATIONS
 - 7 INSTRUCTIONS FOR ADMINISTRATION OF EXAM-
INATIONS
 - 8 INSTRUCTIONS FOR EFFECTING ADVANCEMENTS
AND/OR CHANGE IN RATE
-

SECTION II

(ADVANCEMENT OF ENLISTED PERSONNEL ON INACTIVE DUTY)

CHAPTER

- 1 INTRODUCTION
- 2 RESPONSIBILITIES
- 3 ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT
AND CHANGE IN RATE
- 4 DETERMINATION OF ELIGIBILITY REQUIREMENTS
AND WAIVERS
- 5 RECORDING OF ADVANCEMENT REQUIREMENTS
AND PREPARATION OF NAVEDTRA 1430/2 (WORK-
SHEET)
- 6 ORDERING OF EXAMINATIONS AND PERFORMANCE
TESTS
- 7 INSTRUCTIONS FOR HANDLING, STOWAGE, AND AC-
COUNTABILITY OF EXAMINATIONS
- 8 SCHEDULING AND ADMINISTRATION OF INACTIVE
NAVAL RESERVE EXAMINATIONS AND EFFECTING
ADVANCEMENTS AND/OR CHANGE IN RATE OR
RATING

Figure 4-8.—Contents of Sections I and II of Manual of Advancement.

- Chapter 4—Threats to Security
- Chapter 5—Classification
- Chapter 6—Classification Guides
- Chapter 7—Declassification, Downgrading, and Upgrading
- Chapter 8—Marking
- Chapter 9—Foreign Government Information
- Chapter 10—Control, Reproduction, and Dissemination of Classified Material
- Chapter 11—Physical Security of Classified Material
- Chapter 12—Transmission of Classified Material
- Chapter 13—Disposal of Classified Material
- Chapter 14—Visits and Meetings
- Chapter 15—Communications Security
- Chapter 16—Personnel Security Investigations
- Chapter 17—Clearance and Access

Figure 4-9 was extracted from Chapter 5 of OPNAVINST 5510.1. The RP needs to develop sound security habits in order to help ensure that the office of the chaplain does its part in protecting classified material.

CORRESPONDENCE/DIRECTIVES PUBLICATIONS

Religious Program Specialists are often tasked with typing and proofreading correspondence and directives prepared in the office of the chaplain. It should be emphasized that the religious program is a “command” responsibility. Therefore, correspondence/directives involving the Navy and/or Marine Corps in an official

way is considered to be official correspondence. Official correspondence is normally prepared for the signature of the commanding officer.

“By direction” signature authority is generally granted in writing to the command chaplain by the commanding officer concerning routine official correspondence relating to the CRP. Such correspondence officially comes from the commanding officer. This means that recipients will usually handle the correspondence as if it were written by the commanding officer. A chaplain’s signature “By direction” is not followed by his or her rank or office since the chaplain is signing the correspondence for the commanding officer.

Before proceeding to a discussion on various correspondence/directives publications, it is important to note that chaplains often originate both pastoral and professional correspondence. Pastoral correspondence relates to the chaplain’s pastoral relationship with personnel of the command, dependents, or civilians. It is similar to oral communication that takes place between ministers, priests, and rabbis and their parishioners. Such correspondence is addressed frequently to naval personnel, families, civilian clergy, church officials, and community social agencies. A business letter format is used and the chaplain’s own name is used as the signature for this type of correspondence. Since the chaplain’s pastoral role rather than officer role is involved, the signature may be followed by the identification, “Chaplain, U.S. Navy,” rather than official rank and Chaplain Corps designation (CHC).

Professional correspondence is between chaplains relating to professional matters within the Chaplain Corps. A business letter format is used and the chaplain’s own name is used as the signature for this type of correspondence. Official matters relating to the command are not handled through professional correspondence.

NOTE: Many Department of the Navy letters, memoranda, directives, and publications contain references to members of one gender when the correspondence or directive is applicable to both male and female. To ensure equal recognition of women in the Department of the Navy, it is necessary that originators of correspondence and directives avoid sex bias in selecting terminology for identification of personnel. The RP plays a

5-101 CLASSIFICATION DESIGNATIONS

1. General. Information or material which requires protection against unauthorized disclosure in the interest of national security shall be classified in one of three designations: "Top Secret," "Secret" or "Confidential," depending upon its significance to national security. The markings "For Official Use Only" and "Limited Official Use" shall not be used to identify classified information. No other term such as "Sensitive," "Conference," or "Agency" shall be used in conjunction with the authorized classification designations.

2. Top Secret. "Top Secret" is the designation which shall be applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of "exceptionally grave damage" include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communications intelligence systems; the revelation of sensitive intelligence operations; and the disclosure of scientific or technological developments vital to national security.

3. Secret. "Secret" is the designation which shall be applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security. Examples of "serious damage" include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to the national security; revelation of significant military plans or intelligence operations; compromise of significant military plans or intelligence operations; and compromise of significant scientific or technological developments relating to national security.

4. Confidential. "Confidential" is the designation which shall be applied to information or material the unauthorized disclosure of which could reasonably be expected to cause identifiable damage to the national security. Examples of "identifiable damage" include the compromise of information which indicates strength of ground, air, and naval forces in the United States and overseas areas; disclosure of technical information used for training, maintenance, and inspection of classified munitions of war; revelation of performance characteristics, test data, design, and production data on munitions of war.

Figure 4-9.—Classification designations from Department of the Navy Information Security Program Regulation Manual.

vital role in the preparation of nonsexist correspondence by proofreading carefully any correspondence that is generated by the office of the chaplain. Figure 4-10 was extracted from SECNAVNOTE 5216 of 24 May 1976 and

provides guidance on the use of neutral language. The guidelines contained in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5) will be explained in Chapter 5 of this module.

ACTION

The use of “neutral” language which cannot be construed to discriminate on the basis of gender shall be used in all personnel manuals whenever practicable. All originators of correspondence, directives, memoranda, messages, and manuals for internal (departmental) or Navywide applicability will utilize terminology such as member, student, spouse, officer, personnel, applicant, or similar terms in written communications which pertain to both male and female personnel. Pronouns such as he or she alone will be utilized only when reference is made to specific gender. Although directives and manuals are not to be reissued solely to accommodate the purpose of SECNAVNOTE 5216 of 24 May 1976, appropriate changes are to be made whenever revisions or changes are issued.

Figure 4-10.—SECNAVNOTE 5216 of 24 May 1976 guidance on the use of neutral language.

DEPARTMENT OF THE NAVY DIRECTIVES ISSUANCE SYSTEM

The *Department of the Navy Directives Issuance System* (SECNAVINST 5215.1) provides a standard method of issuing directives by all naval activities. NOTE: A separate issuance of Marine Corps directives is contained in the *Marine Corps Directives System* (MCO P5215.1).

SECNAVINST 5215.1 consists of the following two parts, two tables, and eight exhibits:

- Part I—Definitions, Criteria, and Responsibilities
- Part II—Preparation and Maintenance of Directives
- Table 1—Preparation of Letter-Type Directives
- Table 2—Preparation of Special-Type Directives

- Exhibit 1—Sample Instruction
- Exhibit 2—Sample Continuation Page of an Instruction
- Exhibit 3—Sample Notice
- Exhibit 4—Sample Change Transmittal
- Exhibit 5—Sample Change Transmittal Covering Repetitive Changes to a Directive
- Exhibit 6—Sample Locator Cross-Reference Sheet
- Exhibit 7—Sample Subject Cross-Reference Sheet
- Exhibit 8—Sample Message

A copy of this instruction should be maintained by the RP in the office of the chaplain. This instruction will be explained in more detail in another section of this chapter.

DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

Policies, procedures, and guidance for the preparation of correspondence are prescribed in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5). This manual contains specific instructions on preparing letters, endorsements, memoranda, and messages. These specific instructions cover various parts of correspondence such as the address, subject, references, paragraphing, and signature, together with directions for assembling correspondence for signature and mailing.

SECNAVINST 5216.5 consists of the following 13 chapters:

- Chapter I—General
- Chapter II—Correspondence Policies and Practices
- Chapter III—Standard Naval Letter
- Chapter IV—Variations of the Naval Letter

- Chapter V—Special Types of Naval Correspondence
- Chapter VI—Business Letter
- Chapter VII—Envelopes and Mailing
- Chapter VIII—Forms of Address
- Chapter IX—Exhibits
- Chapter X—Correct Writing
- Chapter XI—Writing Style
- Chapter XII—Tips to Typists (The Mechanics of Typing)
- Chapter XIII—Processing Outgoing Correspondence

Chapter 5 of this module contains a detailed explanation of the contents of SECNAVINST 5216.5.

STANDARD SUBJECT IDENTIFICATION CODES (SSICs)

Basic guidelines for categorizing correspondence in the Navy and Marine Corps are set forth in *Standard Subject Identification Codes* (SECNAVINST 5210.11). This instruction is designed to meet the needs of the entire Department of the Navy in order to have a standardized system for classifying, arranging, filing, and referencing various types of Navy and Marine Corps documents by subject.

SECNAVINST 5210.11 consists of the following three sections:

- Section I—List of Standard Subject Identification Codes
- Section II—Name-Title Subject Identification Codes
- Section III—Alphabetical Guide to Standard Subject Identification Codes

Chapter 3 of this module contains a detailed explanation of the contents of SECNAVINST 5210.11.

STANDARD NAVY DISTRIBUTION LIST (SNDL)

The *Standard Navy Distribution List* (SNDL) is published in two parts and provides guidance for the proper addressing and distribution of mail to Department of the Navy activities. It is also used to provide a central distribution system for directives and correspondence. The SNDL is maintained in the administrative office. NOTE: Individual commands have their own internal distribution list (SNDL) as part of their correspondence procedures.

Part 1 of the SNDL is titled *Standard Navy Distribution List, Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands* (OPNAV P09B2-107). It contains address information on commands and ships by type; ships by name alphabetically; addresses by SNDL number; addresses for U.S. elements of international commands; current APO and FPO numbers; and ships of the Military Sealift Command.

Part 2 of the SNDL is titled *Standard Navy Distribution List, Catalog of Naval Shore Activities* (OPNAV P09B2-105). It contains address information on shore activities by type, command, and area coordination; established shore activities in an inactive status; and established shore activities in a development status.

SUPPLY PUBLICATIONS

It is necessary for the RP to become familiar with various supply publications and microfiche documents in order to use the Navy's supply system properly. Most of these publications and documents are maintained by personnel in the supply department. However, the RP should have a basic understanding and knowledge of the publications used to meet the needs of the Command Religious Program. A number of supply publications and microfiche documents will be explained in the next sections. Storekeepers (SKs) in the supply department should be consulted when detailed information is required. NOTE: Office of the chaplain supply procedures are explained in *Logistic Support and Financial Control, Module II* (NAVEDTRA 287-02-45-81).

FEDERAL SUPPLY CLASSIFICATION (FSC) GROUPS

- | | |
|---|---|
| <ul style="list-style-type: none"> 10—Weapons 11—Nuclear Ordnance 12—Fire Control Equipment 13—Ammunition and Explosives 14—Guided Missiles 15—Aircraft and Airframe Structural Components 16—Aircraft Components and Accessories 17—Aircraft Launching, Landing, and Ground Handling Equipment 18—Space Vehicles 19—Ships, Small Craft, Pontoons, and Floating Docks 20—Ship and Marine Equipment 21—Unassigned 22—Railway Equipment 23—Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles 24—Tractors 25—Vehicular Equipment Components 26—Tires and Tubes 27—Unassigned 28—Engines, Turbines, and Components 29—Engine Accessories 30—Mechanical Power Transmission Equipment 31—Bearings 32—Woodworking Machinery and Equipment 33—Deleted 34—Metalworking Machinery 35—Service and Trade Equipment 36—Special Industry Machinery 37—Agricultural Machinery and Equipment 38—Construction, Mining, Excavating, and Highway Maintenance Equipment 39—Materials-Handling Equipment 40—Rope, Cable, Chain, and Fittings 41—Refrigeration, Air-Conditioning, and Air-Circulating Equipment 42—Firefighting, Rescue, and Safety Equipment 43—Pumps and Compressors 44—Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors 45—Plumbing, Heating, and Sanitation Equipment 46—Water Purification and Sewage Treatment Equipment 47—Pipe, Tubing, Hose, and Fittings 48—Valves 49—Maintenance and Repair Shop Equipment 50—Unassigned 51—Hand Tools 52—Measuring Tools 53—Hardware and Abrasives 54—Prefabricated Structures and Scaffolding 55—Lumber, Millwork, Plywood, and Veneer 56—Construction and Building Materials 57—Unassigned | <ul style="list-style-type: none"> 58—Communication, Detection, and Coherent Radiation Equipment 59—Electrical and Electronic Equipment Components 60—Unassigned 61—Electric Wire, and Power and Distribution Equipment 62—Lighting Fixtures and Lamps 63—Alarm and Signal Systems 64—Unassigned 65—Medical, Dental, and Veterinary Equipment and Supplies 66—Instruments and Laboratory Equipment 67—Photographic Equipment 68—Chemicals and Chemical Products 69—Training Aids and Devices 70—General Purpose Automatic Data Processing Equipment, Software, Supplies, and Support Equipment 71—Furniture 72—Household and Commercial Furnishings and Appliances 73—Food Preparation and Serving Equipment 74—Office Machines and Visible Record Equipment 75—Office Supplies and Devices 76—Books, Maps, and Other Publications 77—Musical Instruments, Phonographs, and Home-Type Radios 78—Recreational and Athletic Equipment 79—Cleaning Equipment and Supplies 80—Brushes, Paints, Sealers, and Adhesives 81—Containers, Packaging, and Packing Supplies 82—Unassigned 83—Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags 84—Clothing, Individual Equipment, and Insignia 85—Toiletries 86—Unassigned 87—Agricultural Supplies 88—Live Animals 89—Subsistence 90—Unassigned 91—Fuels, Lubricants, Oils, and Waxes 92—Unassigned 93—Nonmetallic Fabricated Materials 94—Nonmetallic Crude Materials 95—Metal Bars, Sheets, and Shapes 96—Ores, Minerals, and Their Primary Products 97—Unassigned 98—Unassigned 99—Miscellaneous |
|---|---|
- NOTE:** Ecclesiastical equipment, furnishings, and supplies are listed under FSC Group 99. This group is of primary concern to the RP.

Figure 4-11.—Listing of FSC Groups.

Before proceeding to a discussion of supply publications and documents, it is necessary to explain National Stock Numbers (NSNs). An NSN is a 13-digit stock number assigned by the Defense Logistics Services Center (DLSC), Battle Creek, Michigan, to identify an item of material in the supply distribution system of the United States.

The NSN consists of a four-digit Federal Supply Classification (FSC) number and a

nine-digit National Item Identification Number (NIIN). The FSC number consists of a two-digit FSC group followed by a two-digit FSC class. Figure 4-11 shows a listing of FSC groups and figure 4-12 shows the specific FSC class numbers in Group 99. The NIIN consists of a two-digit National Codification Bureau (NCB) code number and seven digits which uniquely identify each NSN item in the Federal Supply Distribution System. A candlelighter

GROUP 99	
Miscellaneous	
9905	Signs, Advertising Displays, and Identification Plates Includes Electric Signs; Sign Boards; Display Stands; Mannequins and other display forms; Printed Signs; General Purpose Identification Tags and Blanks, Nonpersonal; Plates and, Tags for specific applications.
9910	Jewelry Includes Jewelers' Findings; Precious Stones, Cut; Costume Jewellery; Natural Gems and Ornamental Stones, Cut. Excludes Watches; Clocks; Tableware; Scientific Instruments; Toilet Articles; Smokers' Articles.
9915	Collectors' Items Includes Stamps; Rare Books; Works of Art; Coins; Antiques.
9920	Smokers' Articles and Matches Includes Cigarette Lighters; Lighter Fluid; Pipe Reamers; Ashtrays; Tobacco Humidors; Packaged Cigarette Paper. Excludes ash receivers and lighters specifically designed for installation in or on equipment.
9925	Ecclesiastical Equipment, Furnishings and Supplies Includes Vestments; Altars; Communion Sets; Ecclesiastical Candelabra; Chalice; Patens; Altar Cloths; Ecclesiastical Statuary; Sacramental Wine.
9930	Memorials; Cemeterial and Mortuary Equipment and Supplies Includes Grave Markers; Burial Vaults; Burial Urns; Caskets; Burial Boxes; Mortician's Supplies; Monuments; Casket Shipping Cases. Excludes Hearses; Mortuary Refrigerators.
9999	Miscellaneous Items Includes only those items which cannot conceivably be classified in any existing classes.

Figure 4-12.—FSC class numbers in Group 99.

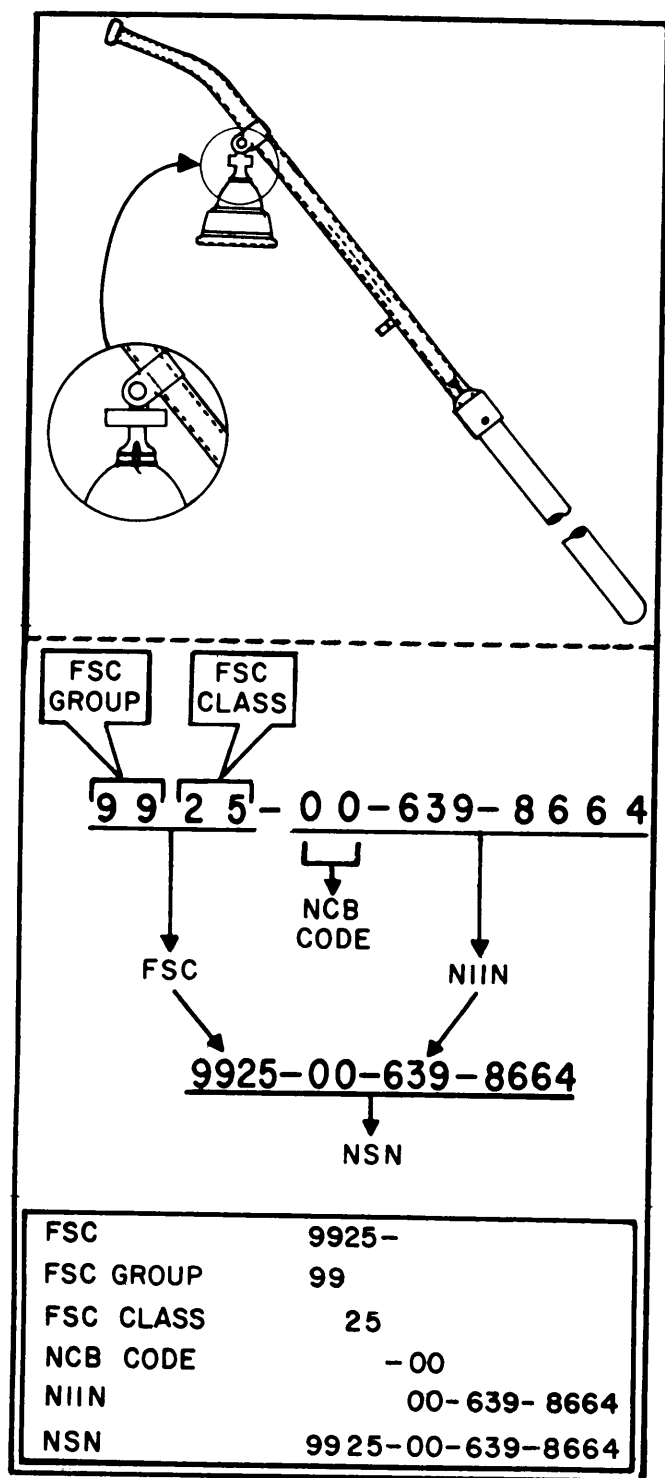


Figure 4-13.—FSC information for candlelighter and snuffer.

NCB CODE	COUNTRY
00	United States
01	United States
11	NATO Standard Items
12	Germany
13	Belgium
14	France
15	Italy
17	Netherlands
18	South Africa
21	Canada
22	Denmark
23	Greece
24	Iceland
25	Norway
26	Portugal
27	Turkey
28	Luxembourg
29	Argentina
66	Australia
98	New Zealand
99	United Kingdom

Figure 4-14.—NCB code numbers.

and snuffer and NSN information are shown in figure 4-13.

NOTE: The NCB code number identifies the country that assigned the stock number, or it indicates that the stock number is used by more than one country. Figure 4-14 shows a list of NCB code numbers.

NAVY STOCK LIST OF PUBLICATIONS AND FORMS

The *Navy Stock List of Publications and Forms* (NAVSUP P-2002) establishes procedures for ordering publications and forms. This microfiche document is maintained in the supply department and is issued quarterly (February, May, August, and November). It consists of the following six parts and four appendixes:

- Part A—Introduction
- Part B—Composition Format
- Part C—Requisitioning Instructions (Forms)
- Part D—Requisitioning Instructions (Publications)
- Part E—Requisitioning Instructions (NAVAIR)
- Part F—Supplementary Information
- Appendix A—Alphabetic Prefix Cross-Reference (Forms)

- Appendix B—Alphabetic Prefix Cross-Reference (Publications)
- Appendix C—Standard Abbreviations
- Appendix D—Identification Aids and Requisitioning Instructions for Non-cognizance Printed Matter

OPERATING PROCEDURES MANUAL FOR MILSTRIP/ MILSTRAP

Policy and procedures related to the Military Standard Requisitioning and Issue Procedures (MILSTRIP) and Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) are promulgated in the *Operating Procedures Manual for MILSTRIP/MILSTRAP* (NAVSUP P-437). This publication serves as a comprehensive reference for personnel involved in the preparation of MILSTRIP/MILSTRAP documents. Figures 4-15 and 4-16 show two examples of a MILSTRIP requisition document (DD Form 1348) for procuring an ecclesiastical item and consumable supplies.

NAVSUP P-437 is maintained in the supply department and this publication is not distributed

DO FORM 1348 (6-71) 1 MAR 74										REQUISITION IS FROM									
SEND TO DEFENSE GENERAL SUPPLY CENTER RICHMOND, VA 23297 UIC: 31090										NAVEDTRAPRODEVEN (CODE CH) PENSACOLA, FL 32509 UIC: 68322									
CANDLELIGHTER AND SNUFFER										E A 00004									
N 6832202250223 R Y C H - 02 A										9 9 25 0063 98664									
FUND DISTRIBUTION PROJECT PRIORITY REQ. DATE										STATUS DATA									
2 S Y Y 9 1 5										G H I J K L M N O P Q R S T U V									
ADVISE										REMARKS									
65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80										61 62 63 64 65 66									

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Figure 4-15.—DD Form 1348 requisition for an ecclesiastical item (candlelighter and snuffer).

SEND TO: NAS SUPPLY DEPARTMENT PENSACOLA, FL 32508										UIC: 68566										REQUISITION IS FROM NAVEDTRAPRODEVEN (CODE CH) PENSACOLA, FL 32509										UIC: 68322																			
CONSUMABLE SUPPLIES										EDITING DATA DOC IDENT: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 DATE: 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51										STOCK NUMBER FSC: 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										QUANTITY UNIT OF ISSUE: 23 24 25 26 27 28 29																			
DOCUMENT NUMBER N 6 8 3 2 2 0 2 2 5 0 2 2 4										SERIAL R Y C H - 0 2 A										SUPPLEMENTARY ADDRESS REMARKS TOTAL COST LIMITATION: \$25.00										RECEIVED BY: <i>A.L. Ship</i> RP2 A.L. SHIP																			
FUND: 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 2 S										DISTRIBUTION: 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 Y Y 9 1 5										PROJECT: 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 1 5										PRIORITY: 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 1 5										STATUS DATA INC: 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									

Figure 4-16.—DD Form 1348 requisition for consumable supplies.

43.24(RP-2)

to afloat units. It consists of 11 chapters and 27 appendixes. The chapters are:

- Chapter 1—Introduction
- Chapter 2—Supply System Management
- Chapter 3—Requisitioning Ashore
- Chapter 4—Inventory Control at Stock Points
- Chapter 5—Financial
- Chapter 6—Material Movement
- Chapter 7—Uniform Material Movement and Issue Priority System (UMMIPS)
- Chapter 8—Expendable Ordnance
- Chapter 9—Military Assistance Program (MAP)
- Chapter 10—Performance Reporting
- Chapter 11—Defense Automatic Addressing System (DAAS) Procedures

A vital and integral part of the MILSTRIP system is the Uniform Material Movement and Issue Priority System (UMMIPS). The illustration in figure 4-17 shows that MILSTRIP and UMMIPS are used worldwide by all the Armed Forces of the United States. UMMIPS was established to ensure that material requests are processed in accordance with the relative military importance of the requesting activity and the urgency of that activity's needs.

This system provides the method of assigning priorities for the issuing and movement of material. Most of the items that need to be acquired for use in the office of the chaplain in support of the CRP are obtained on a routine basis. Therefore, it is important for assigned chaplains and RPs to plan program requirements well in advance to ensure that supplies are available when needed.

NOTE: Besides office supplies listed under FSC Group 75, the RP is primarily concerned with the FSC groups and specific classes shown in figure 4-18. Most of the supplies that are used in support of the CRP are ordered under FSC 9925. Items listed under FSCs 7195, 7710, and 8345 are also used on a regular basis in support of the CRP.

MILSTRIP

and

UMMIPS

are

**MILITARY
STANDARD
SYSTEMS**

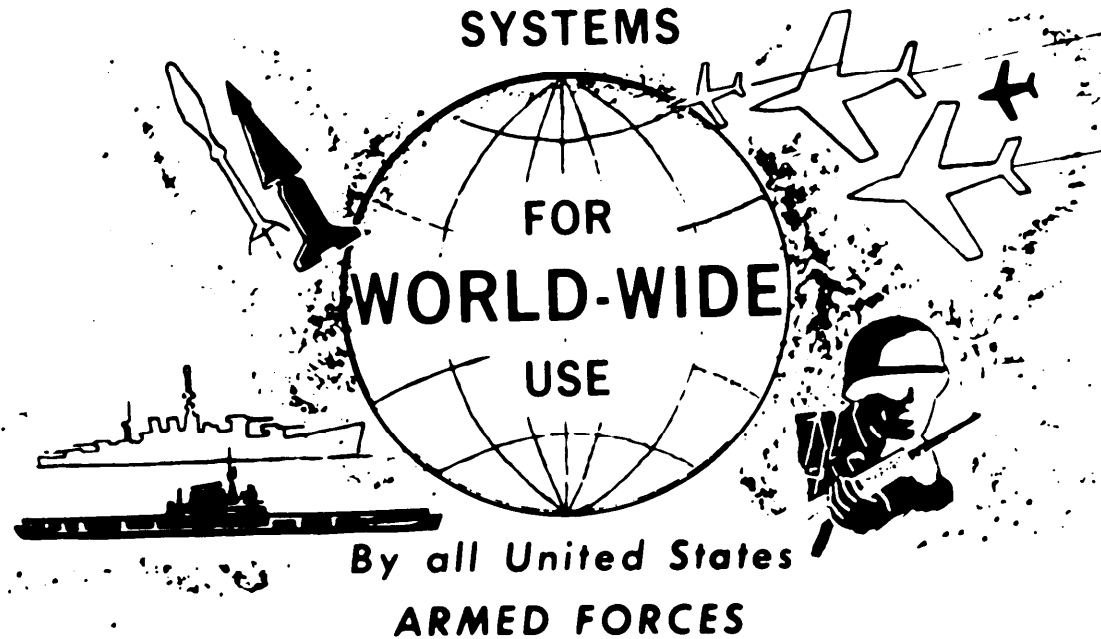


Figure 4-17.—United States Armed Forces use of MILSTRIP and UMMIPS.

GROUP 71 Furniture	
7195	Miscellaneous Furniture and Fixtures Includes Stone, Clay, and Concrete Furniture; Auditorium and Theater Furniture; Library Furniture; Cashier Stands. <u>NOTE</u> : Chapel bulletin boards are ordered under this FSC.
GROUP 77 Musical Instruments, Phonographs, and Home-Type Radios	
7710	Musical Instruments <u>NOTE</u> : Organs are ordered under this FSC.
GROUP 83 Textiles, Leather, Furs, Apparel and Shoe Findings, Tents, and Flags	
8345	Flags and Pennants Includes Signaling Flags; Flagstaffs; Signal Shapes; Flagpoles; Flagstaff Trucks; Speed Cones; Flagstaff Belts; Semaphore Flags. <u>NOTE</u> : Church pennants are orders under this FSC.
GROUP 99 Miscellaneous	
9925	Ecclesiastical Equipment, Furnishings and Supplies Includes Vestments; Altars; Communion Sets; Ecclesiastical Candelabra; Chalices; Patens; Altar Cloths; Ecclesiastical Statuary; Sacramental Wine. <u>NOTE</u> : The majority of the supplies that are used in support of the Command Religious Program (CRP) are ordered under this FSC.

Figure 4-18.—Federal Supply Classification (FSC) groups and specific classes of primary concern to the RP.

MILSTRIP/MILSTRAP DESK GUIDE

The *MILSTRIP/MILSTRAP Desk Guide* (NAVSUP P-409) is published for use by department and division personnel as a handy reference in the preparation of MILSTRIP and MILSTRAP documents. This small booklet contains formats and code definitions used on a daily basis. NAVSUP P-409 is divided into two parts. They are:

- Part A—MILSTRIP
- Part B—MILSTRAP

AFLOAT SUPPLY PROCEDURES

Policies for the operation and management of afloat supply departments and activities operating under afloat procedures are established in *Afloat*

Supply Procedures (NAVSUP P-485). This publication incorporates MILSTRIP/MILSTRAP requisitioning procedures for fleet usage as outlined in NAVSUP P-437. NAVSUP P-485 is maintained in the ship's supply department. It consists of 6 chapters and 20 appendixes. The chapters are:

- Chapter 1—Organization and Administration
- Chapter 2—Material Identification
- Chapter 3—Material Procurement
- Chapter 4—Material Receipt, Custody, and Stowage
- Chapter 5—Material Expenditure and Shipment
- Chapter 6—Inventory Management

TABLE OF CONTENTS

- INTRODUCTION
- DO'S AND DON'TS OF MILSTRIP
- MILSTRIP FORMS
- MILSTRIP CODING
- UMMIPS (UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM)
- REQUISITION DATA ENTRIES, DD FORMS 1348/1348m:
 - Routine Requisition
 - NORS (Not Operationally Ready Supply) Requisition
 - Reports of Completion of Aviation NMCS Requisitions
 - MTR (Mandatory Turn-in Repairable) Requisition
- DISTRIBUTION OF DD FORM 1348 (MANUAL)
- MESSAGE REQUISITIONS TO DAAS (FOR NSN/NICN ITEMS)
- PREPARATION OF NON-NSN REQUISITION (DD FORM 1348-6)
- DISTRIBUTION OF DD FORM 1348-6
- MESSAGE REQUISITIONS FOR NON-NSN ITEMS
- REQUISITION STATUS:
 - Supply Status (Other than Direct Delivery from Procurement)
 - Supply Status (Direct Delivery from Procurement)
 - Shipment Status
- REQUISITION FOLLOWUP:
 - AF Document
 - AT Document
 - AFC Document
- REQUISITION MODIFIER
- REQUISITION CANCELLATION
- MOV (Material Obligation Validation):
 - MOV Request
 - MOV Control Card
 - MOV Response (From Nonautomated Activity)
 - MOV Response (From Automated Activity)
- MATERIAL RECEIPT DOCUMENT (DD FORM 1348-1)
- MATERIAL TURN-IN DOCUMENT (DD FORM 1348-1):
 - For Material other than Unserviceable MTR Items
 - For Unserviceable MTR Items
- APPENDICES
- JULIAN DATE CALENDAR (PERPETUAL)
- JULIAN DATE CALENDAR (LEAP YEARS ONLY)
- NOTES

Figure 4-19.—Fleet Use of MILSTRIP (NAVSUPINST 4235.3) table of contents.

FLEET USE OF MILSTRIP

Fleet Use of *MILSTRIP* (NAVSUPINST 4235.3) serves the same purpose as NAVSUP P-409. It is designed for use by department and division personnel of afloat units. In addition, it

is used for the indoctrination and training of fleet personnel in MILSTRIP. It is larger than the *MILSTRIP/MILSTRAP Desk Guide* and contains illustrations and sample explanations. The table of contents of NAVSUPINST 4235.3 is shown in figure 4-19.

DEFENSE LOGISTICS AGENCY CATALOGING HANDBOOKS

The *Defense Logistics Agency Cataloging Handbooks* are microfiche documents which contain a complete listing of assigned FSC groups and classes. These numbered handbooks (H2-1, H2-2, and H2-3) are maintained in the supply department. The illustrations shown in figures 4-12 and 4-18 were extracted from these handbooks.

DEFENSE LOGISTICS AGENCY IDENTIFICATION LIST (IL)

The *Defense Logistics Agency Identification List* (IL) is a microfiche document which provides technical characteristics and other identifying data for all items contained in the FSC system. Figure 4-20 shows a partial listing taken from the IL and figure 4-21 provides an explanation of the

abbreviations and symbols used in this list. The IL is maintained in the supply department.

GENERAL SERVICES ADMINISTRATION (GSA) SUPPLY CATALOG

Responsibility for cataloging nonmilitary items in general use by both military and civil agencies of the United States rests with the General Services Administration (GSA). This administration publishes the *General Services Administration (GSA) Supply Catalog* which is a handy reference used in identifying numerous items. It should be noted that this catalog is designed to be used primarily by civil agencies. *Because of the numerous and unrelated items in stock, the GSA Supply Catalog is published in five volumes. They are:*

- GSA Supply Catalog Guide
- GSA Furniture Catalog

NSN	ITEM DESCRIPTION
9925-00-202-4416	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION 51 PCT BEESWAX: 15 HRS MIN BURNING TIME: PKG PER 36 BX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE TYPE2CLASS1SIZE2
9925-00-202-4417	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION CONSISTS OF ENTIRELY OF WAX: 10 HRS MIN BURNING TIME: PACKAGE DATA: 36, UNIT QTY, BOX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638
9925-00-292-9857	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION CONSISTS OF ENTIRELY OF WAX, 7 DAY MIN BURNING TIME: FURNISHED IN GLASS CUP: PACKAGE DATA: 12, UNIT QTY, BOX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638

Figure 4-20.—Partial listing extracted from the IL.

ABBREVIATION	WORD OR PHRASE	ABBREVIATION	WORD OR PHRASE
A/A	ANY ACCEPTABLE	N/	NOT
ACCOM	ACCOMMODATION	NSN	NATIONAL STOCK
ALUM.	ALUMINUM		NUMBER
AMS	AERONAUTICAL	NAT	NATURAL
	MATERIAL	N/INCL	NOT INCLUDED
	SPECIFICATION	NO.	NUMBER
ASSY	ASSEMBLY	NOM	NOMINAL
AUTO.	AUTOMATIC	O/A	OVERALL
BX	BOX	ORD	ORDNANCE
CAT	CATALOG	OZ	OUNCE(S)
CCW	COUNTERCLOCKWISE	PC	PRINTED CIRCUIT
CHAR	CHARACTERISTICS	PCB	PRINTED CIRCUIT
CL	CLASS		BOARD
CM	CENTIMETER(S)	PKG	PACKAGE(D)
CN	CAN	P/N	PART NUMBER
C/O	CONSISTS OF	PRESS.	PRESSURE
CONTR	CONTRACT	PSI	POUNDS PER SQUARE
CROSS-SECT.	CROSS-SECTION		INCH
CU	CUBIC	PT NO	PART NUMBER
CW	CLOCKWISE	PWR	POWER
DBL	DOUBLE	QTY	QUANTITY
DEG	DEGREE(S)	RD	ROUND
DEPT	DEPARTMENT	RDG	REFERENCE DRAWING
DIA	DIAMETER		GROUP
DIM.	DIMENSIONS	REF	REFERENCE
DOC.	DOCUMENT	RES	RESISTANT
DWG	DRAWING	REV	REVOLUTION
EMER	EMERGENCY	RPM	REVOLUTIONS PER
EQPT	EQUIPMENT		MINUTE
FEAT	FEATURES	SER	SERIAL
FED.	FEDERAL	SPEC	SPECIFICATION(S)
FIIG	FEDERAL ITEM IDENTIFI-	STD	STANDARD
	CATION GUIDE	STK	STOCK
FT	FEET	SUP.	SUPPLY
GND	GROUND, GROUNDING	SURF.	SURFACE
GOVT	GOVERNMENT	THD	THREAD(S)(ED)
GPM	GALLONS PER MINUTE	THK	THICK(NESS)
H	HEIGHT, HIGH	TREAT.	TREATED, TREATMENT
HYD	HYDRAULIC	V	VOLT(S)
IAW	IN ACCORDANCE WITH	VDC	VOLT DIRECT CURRENT
IDENT	IDENTIFICATION	VEH	VEHICLE
IN.	INCHES	W	WIDTH, WIDE
INCL	INCLUDES, INCLUDED,	W/	WITH
	INCLUDING, INCLUSIVE	W/O	WITHOUT
INSP	INSPECTION, INSPECTOR	YD	YARD
KVA	KILOVOLT AMPERE		
LG	LENGTH		
MATL	MATERIAL		
MAX	MAXIMUM		
MIL	MILITARY		
MIN	MINIMUM		
MM	MILLIMETER		
MTG	MOUNTING		
		<p><u>NOTE:</u> The Religious Program Specialist should consult personnel in the supply department whenever the Identification List (IL) is utilized to ensure that a proper interpretation is made when supplies are ordered. This is especially important when ecclesiastical supplies are ordered in support of the CRP.</p>	

Figure 4-21.—Abbreviations and symbols used in the IL.

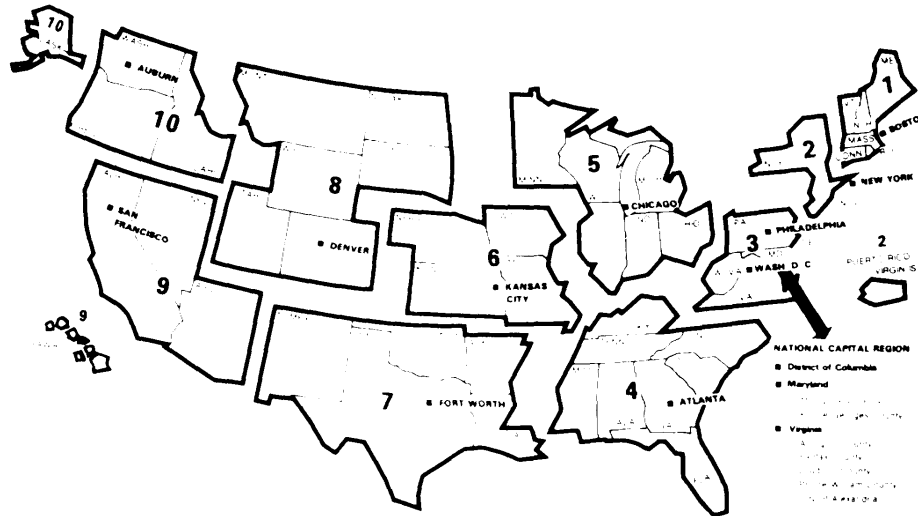
Regional Offices

General Services Administration

GSA has eleven regional offices serving defined geographic areas of the United States (see map). Listed are the addresses to which requisitions, followup inquiries, or cancellations in FEDSTRIP/MILSTRIP format should be sent. Emergency telephone numbers include those for normal working hours, domestic and export

orders, and off-duty hours including week-ends and holidays

Unless Federal Supply Service officials direct otherwise, orders should be submitted to the GSA regional office supporting the geographical area in which the requisitioner is located



NATIONAL CAPITAL REGION (WFSR)

Washington, D.C. 20407
7th and D Sts., SW
202 755 2040 (FTS 755 2040)
Emergency orders
FTS 472 7664
COM 202 472 7664
Emergency status
FTS 755 2040 (7:45 a.m. to 4:15 p.m.)
FTS 472 7664 (Off duty)
COM 202 472 7664 (Off duty)

Region 1 (1 FSR)

Boston, MA 02106
P.O. Box 2144
617 223 2791 (FTS 223 2791)
Emergency orders and status
FTS 223 2791 (8:20 a.m. to 4:50 p.m.)
FTS 223 0444 (Off duty)
COM 617 223 0444 (Off duty)

Region 2 (2 FSR)

New York, NY 10278
26 Federal Plaza
212 264 8210 (FTS 264 8210)
Status inquiries
(212) 264 8200 (8:00 a.m. to 5:00 p.m.)
Emergency orders
FTS 264 8222 (8:00 a.m. to 5:00 p.m.)
COM 212 264 8222 (8:00 a.m. to 5:00 p.m.)
FTS 264 0025 0027 (Off duty)

Region 3 (3 FSR)

Philadelphia, PA 19107
Federal Bldg. and U.S. Courthouse
9th and Market Sts.

Routine orders and status
FTS 597 7849
COM 215 597 7849
Emergency orders and status
FTS 574 7849 7732 (8:00 a.m. to 4:30 p.m.)
FTS 597 4915 (Off duty)
COM 215 579 7844 7732 (8:00 a.m. to 4:30 p.m.)
COM 215 497 4915 (Off duty)

Region 4 (4 FSR)

Atlanta, GA 30303
75 Spring St., SW
404 221 3011 (FTS 242 3011)
Emergency orders and status (7:15 a.m. to 6:00 p.m.)
FTS 242 3011
COM 404 221 3011
Emergency orders and status (Off duty)
FTS 242 5192
COM 404 221 5192

Region 5 (5 FSR)

Chicago, IL 60604
230 S. Dearborn St.
312 353 0958
Emergency orders
FTS 353 0958 3979 (8:30 a.m. to 5:00 p.m.)
Emergency status
FTS 353 0958 3979 (8:30 a.m. to 5:00 p.m.)
Emergency orders and status (Off duty)
FTS 353 0735
COM 312 353 0735

Region 6 (6 FSR)

Kansas City, MO 64131
1500 E. Bannister Rd.
816 926 7315 (FTS 926 7315)
Emergency orders and status (7:00 a.m. to 5:00 p.m.)
FTS 926 7315 7317
FTS 758 5086 (Off duty)
COM 816 374 5086 (Off duty)

Region 7 (7 FSR)

Fort Worth, TX 76102
819 Taylor St.
817 334 2591 (FTS 334 2591)
Emergency orders and status
FTS 334 2051 (7:45 a.m. to 4:15 p.m.)
FTS 334 2888 (Off duty)
COM 817 334 2888 (Off duty)

Region 9 (9 FSR)

San Francisco, CA 94105
525 Market St.
Emergency orders 415 556 3507 (FTS 556 3507)
FTS Transactions (7:00 a.m. to 4:30 p.m.)
Domestic 556 8415 Export 556 8415
Off duty
FTS 556 1480 1488
COM 415 556 1480 1488

Region 8 (8 FSR)

Denver, CO 80225
Denver Federal Center, Bldg. 41
303 234 4371 3985 (FTS 234 4371 3985)
Emergency orders and status
FTS 234 4371 3985 (7:00 a.m. to 5:00 p.m.)
FTS 234 4446 (Off duty)
COM 303 234 4446 (Off duty)

Region 10 (10 FSR)

Auburn, WA 98002
GSA Center
206 833 6500 Ext. 333/4 (FTS 396 5333 5334)
AUTOVON 891 1851
Emergency orders
COM 206 833 6500 Ext. 465 (7:30 a.m. to 4:00 p.m.)
FTS 396 5465 (7:30 a.m. to 4:00 p.m.)
COM 206 833 5386 (Off duty)
Emergency status (7:30 a.m. to 4:00 p.m.)
COM 206 833 6500 Ext. 333/4
FTS 396 5333 5334

Figure 4-22.—Regional offices of the General Services Administration (GSA).

- GSA Industrial Products Catalog
- GSA Office Products Catalog
- GSA Tools Catalog

The *GSA Supply Catalog Guide* serves as a master reference for the four commodity-oriented volumes. These volumes are maintained in the supply department. They are used when an item cannot be found in the previously mentioned IL or when additional information is needed on a specific item.

Information on the regional offices and their individual areas of responsibility is also contained in the *GSA Supply Catalog Guide*. Figures 4-22 and 4-23 show the regional offices, addresses, telephone numbers, and other pertinent information. It should be reemphasized that this segment of the supply system is designed primarily for use by the civil agencies. The RP should use normal Navy supply channels if at all possible.

CIVILIAN ECCLESIASTICAL SUPPLY CATALOGS

These catalogs provide a comprehensive list of church goods, vestments, and articles used in religious exercises and are published by private companies. Items ordered from these companies normally cost more than the same items carried in the FSC system. These civilian companies are alternate sources of supply when an item cannot be procured under the FSC system. Personnel in the supply department will explain the proper procedures for ordering supplies from civilian companies. They will also explain how to fill out a DD Form 1149 (figure 4-24). Guidelines for using the DD Form 1149 are explained in *Logistic Support and Financial Control, Module II* (NAVEDTRA 287-02-45-81).

COMMAND RELIGIOUS PROGRAM PUBLICATIONS

This section contains information concerning several publications which can either directly or indirectly affect the everyday business of the Command Religious Program. The RP should ensure that a copy of each of the publications discussed in this section is accessible for use in the office of the chaplain.

Region	Areas of Responsibility
National Capital Region	District of Columbia, Prince Georges County, Montgomery County, Fairfax County, Loudoun County, Prince William County, Arlington County, Falls Church City & County, City of Alexandria
1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
2	New Jersey, New York, Puerto Rico, Virgin Islands
3	Delaware, Maryland, Pennsylvania, Virginia, West Virginia (Except those areas in the National Capital Region)
4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
6	Iowa, Kansas, Missouri, Nebraska
7	Northern New Mexico, Western Oklahoma, Northwestern Texas Arkansas, Louisiana, Eastern Oklahoma, Eastern Texas Southern New Mexico, Southern Texas, Southwestern Texas
8	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
9	Northern California, Northern Nevada, Philippines, Thailand, Taiwan, Singapore, Indonesia, New Zealand, Australia, Okinawa*, Japan*, Korea* Arizona, Southern California, Southern Nevada Hawaii, American Samoa
10	Idaho, Oregon, Washington, Korea**, Japan**, Okinawa** Alaska

Figure 4-23.—Areas of responsibility of the regional offices of the GSA.

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT																									SHEET NO.		NO. OF SHEETS		5. REQUISITION DATE					6. REQUISITION NUMBER					
1. FROM:																									7. DATE MATERIAL REQUIRED					8. PRIORITY									
2. TO:																									9. AUTHORITY OR PURPOSE														
3. SHIP TO - MARK FOR																									10. SIGNATURE					11a. VOUCHER NUMBER AND DATE									
																									12. DATE SHIPPED					13. MODE OF SHIPMENT					14. BILL OF LADING NUMBER				
																									15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.														
4. APPROPRIATION AND SUBHEAD					OBJ. CL.		BUR. CONT. NO.		SUBAL. LOT		AUTHORIZATION ACCT'S ACTIVITY		TRANS. TYPE		PROPERTY ACCT'S ACTIVITY		COUNTRY		COST CODE		AMOUNT																		
ITEM NO. (a)		FEDERAL STOCK NUMBER DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES (b)										UNIT OF ISSUE (c)		QUANTITY REQUESTED (d)		SUPPLY ACTION (e)		TYPE CONTAINER NOS. (f)		UNIT PRICE (h)		TOTAL COST (i)																	
18. TRANSPORTATION VIA MATS OF MBTS CHARGEABLE TO																									19. SPECIAL HANDLING														
RECEIPT CONTAINER NO.		18. ISSUED BY		TOTAL CONTAINER		TYPE CONTAINER		DESCRIPTION		TOTAL WEIGHT		TOTAL CUBIC		19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE		BY		SHEET TOTAL																			
		CHECKED BY												QUANTITIES RECEIVED EXCEPT AS NOTED		DATE		BY		GRAND TOTAL																			
		PACKED BY												POSTED		DATE		BY		20. RECEIVER'S VOUCHER NO.																			
		TOTAL																																					

DD FORM 1 MAR 58 1149 (9-PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
REPLACES EDITION OF 1 MAY 56 WHICH MAY BE USED S/N 9102 LF 011 1801 ORIGINAL

Figure 4-24.—Requisition and Invoice/Shipping Document (DD Form 1149).

CHAPLAINS MANUAL

The *Chaplains Manual* (OPNAVINST 1730.1) provides general information on certain aspects of the Chaplain Corps in relation to functioning within the Command Religious Program. There are nine chapters and several appendixes in the 1973 edition of this manual. The chapters are:

- Chapter 1—The Chaplain Corps
- Chapter 2—Administrative
- Chapter 3—Professional Relationships, Communication, and Supervision
- Chapter 4—Program Planning and Support

- Chapter 5—Ministry Support
- Chapter 6—Specialized Aspects of Ministry
- Chapter 7—Rites, Ceremonies, and Special Duties
- Chapter 8—Professional Development of Chaplains
- Chapter 9—Professional Guidelines (Not used to date)

Figure 4-25 was extracted from the 1973 edition of OPNAVINST 1730.1. NOTE: As this module was being developed, the *Chaplains Manual* was in the process of being revised. The

SECTION 1300

Command Sponsorship of Religious Program

1301. Command Prerogatives and Responsibilities

1. Responsibility for the welfare of personnel, and specifically for the preservation of the moral and spiritual well-being of personnel, is basic to naval command. The sponsorship of the religious program is a command prerogative growing out of this responsibility, and the chaplain's total ministry takes place within this context. The authority and credentials of the chaplain's church do not give the chaplain an inherent right to perform acts of religious ministry in the Navy apart from a command-sponsored religious program.

2. Support of the religious program, including funding and logistic support, is an integral part of the command's total operation of the ship or installation.

Figure 4-25.—Command sponsorship of religious program from Chaplains Manual (OPNAVINST 1730.1).

RP should ensure that the office of the chaplain acquires the latest edition of this manual.

U.S. NAVY CHAPLAINS PROGRAM SUPPORT GUIDE

The *U.S. Navy Chaplains Program Support Guide* (NAVPERS 15992) is published yearly and is designed to provide chaplains with information necessary to support Navy/Marine Corps personnel and their dependents. The following information is contained in NAVPERS 15992:

- Program support information.
- Alphabetical listing of active duty chaplains.
- Duty station listing by major claimants.
- Lineal listing of active duty chaplains.
- Lineal listing of Naval Reserve chaplains.
- List of retired Navy chaplains.
- List of theological student program officers.

Assigned chaplains and RPs should use the program support information section as a ready

reference on budgeting and supply matters. This section contains information on ordering supplies and materials needed to support the CRP. Figure 4-26 was taken from the 1982 edition of NAVPERS 15992. NOTE: Various report forms and change of address cards are also contained in NAVPERS 15992.

NONAPPROPRIATED FUND FINANCIAL MANAGEMENT POLICIES AND STANDARDS

General financial management policies and standards governing nonappropriated fund activities within the Department of the Navy are prescribed in *Nonappropriated Fund Financial Management Policies and Standards* (NAVSO P-3519). This publication provides policy guidance for accounting for Command Religious Program chapel funds. It consists of the following five chapters and seven appendixes:

- Chapter I—General Information
- Chapter II—Internal Control
- Chapter III—Operational Standards
- Chapter IV—Financial Management
- Chapter V—Uniform Chart of Accounts

NOMENCLATURE	NATIONAL STOCK NO.	SOURCE	ACC	QUP	ISSUE	PRICE	SEC	COG
CANDLE, altar; 50% beeswax, self-fitting ends, 24.259 in. lg, 1.250 in. base dia, 6 per box	9925-00-889-9575	S9G	D	6	BX	22.25	U	9G
CANDLE BURNER (wax saver); chrome-plated finish, for .938 in. dia candles	9925-00-275-7313	S9G	D	1	EA	5.15	U	9G
CANDLE BURNER (wax saver); polished brass finish, for .938 in. dia candles	9925-00-255-8736	S9G	D	1	EA		U	9G
CANDLE, votive; 10-hour burning time, 36 per box	9925-00-202-4417	S9G	D	4	EA	3.27	U	9G
CANDLE, votive; 15-hour burning time, 36 per box	9925-00-202-4416	S9G	D	4	EA		U	9G
CANDLE, votive; 7-day burning time, furnished in glass cup, 12 per box	9925-00-292-9857	S9G	D	1	EA	59.58	U	9G
CANDLELIGHTER and SNUFFER: 3 feet long, brass	9925-00-639-8664	S9G	D	1	EA	23.46	U	9G
CANDLESTICK, altar; brass, chrome finish, 14.625 in. oah, .744 in. inside dia of candleholder	9925-00-264-3604	S9G	D	2	PR	46.26	U	9G
CANDLESTICK, altar; brass, chrome finish, 28 in. oah, 1.25 in. inside dia of candleholder	9925-00-639-8017	S9G	D	2	PR	139.29	U	9G

Figure 4-26.—Supply Information for ecclesiastical items from U.S. Navy Chaplains Program Support Guide (NAVPERS 15992).

GLOSSARY OF TERMS

Activity—An entity under the cognizance of a Navy or Marine Corps installation which provides morale, welfare, or recreational services to personnel authorized by the commanding officer.

Appropriated Funds—Government monies set aside by Congress for a specific purpose or use.

Cash—Currency and coins as well as bank demand deposits.

Financial Management—That aspect of total management which provides direction, guidance, and control of financial operations for achieving program objectives through the application of planning, budgeting, accounting, reporting, management of resources, auditing, and analysis and evaluation.

Installation—A location, facility, or activity owned, leased, assigned to, controlled, or occupied by a Navy or Marine organization.

Nonappropriated Fund—An amount of monies administered by a fiscal instrumentality of the Federal Government authorized and established by proper authority.

Nonappropriated Funds—Monies derived from sources other than congressional appropriations, primarily from the sale of goods and services to DOD military and civilian personnel and their dependents and used to support or provide essential morale, welfare, recreational, and certain religious and education programs.

Nonappropriated Fund Activity—Any duly authorized program, facility, or service conducted, operated, or provided by or in the name of a nonappropriated fund.

Petty Cash Fund—An amount of money set aside at an activity for making small disbursements.

Purchase Order—A document forwarded to a supplier by an activity specifying unit size and price, as well as delivery and payment terms for desired products to be delivered at a specified time and place.

Voucher—A document or receipt which proves the veracity of a claimed expenditure.

Figure 4-27.—Glossary of terms from Nonappropriated Fund Financial Management Policies and Standards (NAVSO P-3519).

● Appendix A—Nonappropriated Fund Activity Categories

● Appendix B—Rules Relative to the Protection of Bank Deposits

● Appendix C—Appropriated Fund Support of Nonappropriated Fund Activities

● Appendix D—Federal Unemployment Compensation Program for Nonappropriated Fund Paid Employees

● Appendix E—Dual Compensation Status Report (Retired Officer of the Regular Service)

● Appendix F—Nonappropriated Fund International Balance of Payments (Transaction Reporting)

● Appendix G—Private Organizations on Department of the Navy Installations

The list of terms in figure 4-27 was extracted from the glossary contained in NAVSO P-3519.

NOTE: Nonappropriated chapel fund accounting procedures are explained in *Logistic Support and Financial Control, Module II* (NAVEDTRA 287-02-45-81).

NONAPPROPRIATED FUND ACCOUNTING PROCEDURES

A uniform accounting system for all nonappropriated fund activities within the Department of the Navy is prescribed in *Nonappropriated Fund Accounting Procedures* (NAVSO P-3520). The procedures set forth in this publication are used in conjunction with the general financial management policies and standards prescribed in NAVSO P-3519. Standard accounting procedures for CRP chapel funds are performed in accordance with the instructions outlined in NAVSO P-3520. This publication consists of seven chapters:

- Chapter I—General Information
- Chapter II—Policies and Procedures
- Chapter III—Recording Financial Transactions

- Chapter IV—Additional Procedures for the CHNAVPERS Centralized Accounting Systems
- Chapter V—Uniform Chart of Accounts
- Chapter VI—Special Procedures for Small Activities
- Chapter VII—Practice Set

As indicated in figure 4-28, a chapel fund is considered to be a “small” nonappropriated fund. NOTE: The actual accounting procedures for a CRP chapel fund for a 3-month period are explained in *Logistic Support and Financial Control, Module II* (NAVEDTRA 287-02-45-81). It should also be noted that as this module was being developed, NAVSO P-3519 and NAVSO P-3520 were being revised and are to be published as one volume.

NAVY CASUALTY ASSISTANCE CALLS PROGRAM (CACP)

The *Navy Casualty Assistance Calls Program* (CACP), BUPERSINST 1770.2, establishes procedures for assisting the next of kin of deceased

CHAPTER VI—SPECIAL PROCEDURES FOR SMALL ACTIVITIES

600 GENERAL. This chapter prescribes a uniform accounting and reporting system applicable to small nonappropriated fund activities. These procedures represent a single entry cash basis system of accounting and prescribe statements which will reflect the financial condition of the various activities on a standardized basis.

601 SCOPE. Unless otherwise directed by the program manager and NAVCOMPT, all nonappropriated fund (NAF) activities with annual revenues of \$5,000 or less and the following groups of NAF activities are deemed small nonappropriated funds and will account for their operations in accordance with the procedures set forth herein and the general policy guidance in NAVSO P-3519:

1. Civilian Recreation Services and Funds.
2. Chapel Funds.
3. Recreation Funds Afloat.
4. Messes Afloat.
5. Marine Corps Miscellaneous Funds except Flying Clubs.

Figure 4-28.—Designation of a chapel fund as small nonappropriated fund.

Navy personnel. This instruction replaced the *Manual for Casualty Assistance Calls Program* (NAVPERS 15879). The Navy seeks to aid the next of kin through personal visits by a uniformed Navy representative titled the Casualty Assistance Calls Officer (CACO). The CACO performs the following functions:

- Makes personal notifications of casualty.
- Inquires about the needs of the family and extends assistance.
- Notifies the Chief of Naval Personnel if death gratuity has not been paid and immediate financial assistance is necessary.
- Contacts the Navy Relief Society, Red Cross, and other service organizations as requested or required.
- Assists in arrangement of funeral or memorial services if requested; assists in providing honors if requested and available in area; assists in providing a chaplain for pastoral care if required.
- Assists in transportation arrangements, including provision for dependents' escort, when required.
- Advises regarding shipment or storage of household goods.
- Offers assistance in completion of official benefits forms and in obtaining or photocopying documents necessary to substantiate claims.
- Notifies the Personal Casualty Representative of the Chief of Naval Personnel by message or, in case of extreme emergency, by telephone in case of irregularity or complaint.

The 12 chapters of BUPERSINST 1770.2 are:

- Chapter 1—Purpose and Scope of the Casualty Assistance Calls Program (CACP)
- Chapter 2—Operation of the Program
- Chapter 3—Procedure for the CACP Coordinating Authority

- Chapter 4—First Visit of the CACO (Personal Notification)

- Chapter 5—Second Visit of the CACO (Funeral Arrangements and Immediate Assistance)

- Chapter 6—CACO's Third Visit (Completion and Submission of Claims by Dependents)

- Chapter 7—CACO's Third Visit (Part II—Informing Beneficiaries of Health Benefits Programs and other Benefits and Assistance Available)

- Chapter 8—Additional Responsibilities of the CACO

- Chapter 9—Special Procedures for Missing and Captured Casualties

- Chapter 10—Retired Members (Courtesy Assistance—Death and Burial of Retired Members and Survivor Benefits and Privileges)

- Chapter 11 —Naval Reservists (Deaths while on Training Duty or Inactive Duty Training)

- Chapter 12—Index to Annexes

NOTE: Specific provisions of the CACP are explained in *Personnel Support, Module I* (NAVEDTRA 287-01-45-82). It should also be noted that, as this module was being written, the CACP instruction was being revised.

DECEDENT AFFAIRS MANUAL

Guidelines for the Decedent Affairs Program are promulgated in the *Decedent Affairs Manual* (BUMEDINST 5360.1). This program is defined as the search for, recovery, identification, care, and disposition of the remains of deceased persons for whom the Department of the Navy is responsible.

The objectives of the Decedent Affairs Program are:

- Immediate recovery and identification of deceased personnel.
- High standards of and uniformity in services provided.

- Minimum of elapsed time between death and delivery of remains to the next of kin.

- Prompt notification of next of kin on matters pertaining to the Decedent Affairs Program.

The *Decedent Affairs Manual* consists of the following 19 chapters:

- Chapter 1—Decedent Affairs Program
- Chapter 2—Current Decedent Affairs Program
- Chapter 3—Notification of Death
- Chapter 4—Search, Recovery, and Identification
- Chapter 5—Procurement of Mortuary Services
- Chapter 6—Preparing and Reprocessing Remains
- Chapter 7—Cremation
- Chapter 8—At Sea Disposition
- Chapter 9—Transportation
- Chapter 10—Escorts
- Chapter 11—Payments and Collections
- Chapter 12—National Cemeteries
- Chapter 13—Naval Plots and Cemeteries
- Chapter 14—Headstones and Markers
- Chapter 15—Disposition of Remains of Army Members
- Chapter 16—Disposition of Remains of Air Force Members
- Chapter 17—Disposition of Remains of the National Oceanic and Atmospheric Administration Members
- Chapter 18—Disposition of Remains of Coast Guard Members
- Chapter 19—Group Interments

NOTE: Specific provisions of the Decedent Affairs Program are outlined in *Personnel Support, Module I* (NAVEDTRA 287-01-45-82).

NAVY MILITARY FUNERALS

Guidance in the rendering of military honors at funerals of active duty, retired, and former members of the Navy is provided in *Navy Military Funerals* (NAVPERS 15555). Provisions for assisting the next of kin of eligible personnel in making funeral arrangements are also provided in this publication.

Figure 4-29 shows the table of contents of NAVPERS 15555. NOTE: Specific guidelines of this publication are outlined in *Personnel Support, Module I*, (NAVEDTRA 287-01-45-82).

NAVAL FUNERALS

Specific regulations for personnel designated as escort commanders or as participants in military funerals at Arlington National Cemetery are outlined in *Naval Funerals* (NAVPERS 15956). This publication may also be used as a general guide for all military funerals.

There are 14 sections and 1 appendix in NAVPERS 15956:

- Section 1—General Information
- Section 2—Composition of a Naval Funeral Escort
- Section 3—The Escort Commander
- Section 4—Chapel Service
- Section 5—Gate/Office Transfer
- Section 6—Grave Service
- Section 7—The Procession to the Grave
- Section 8—Committal Service at the Grave
- Section 9—Personal Flag Bearer
- Section 10—Casket Bearers
- Section 11—Honorary Pallbearers
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1-8. Memorial Service
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1-12. Miscellaneous

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2-3. Documents Required
2-4. Place of Disposition
2-5. Consignment of Remains
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APPENDIX A. Casualty Assistance Calls Program (CACP) Coordinating Authority

APPENDIX B. Service for Burial of a Person of a Protestant Denomination

APPENDIX C. Service for Burial of a Person of the Roman Catholic Faith

APPENDIX D. Service for Burial of a Person of the Jewish Faith

APPENDIX E. Naval Medical Regions

Figure 4-29.—Navy Military Funerals (NAVPERS 15555) table of contents.

APPENDIX A: TABLE OF ENTITLEMENT FOR MILITARY FUNERALS

	State	Official	Special Military	Armed Forces Full Honor	Special Full Honor	Full Honor (Company)	Full Honor (Platoon)	Simple Honor
*President of the United States	X							
*Ex-President of the United States	X							
*President Elect of the United States	X							
*Other persons designated by the President	X							
*Vice President of the United States		X						
*Chief Justice of the Supreme Court		X						
*Cabinet Members		X						
*Other Government Officials designated by the President of the United States		X						
*Foreign civil dignitaries designated by the President of the United States		X						
*Deputy Secretary of Defense			X					
*Former Secretary of Defense			X					
*Secretary of Army, Navy, and Air Force			X					
Chairman, Joint Chiefs of Staff			X					
Five Star Generals			X					
Chief of Staff, U.S. Army			X					
Chief of Naval Operations			X					
Chief of Staff, U.S. Air Force			X					
Commandant, U.S. Marine Corps			X					
Commandant, U.S. Coast Guard			X					
*Other persons designated by the Secretary of Defense			X					
*Foreign military personnel designated by President of the United States			X					
*Former Deputy Secretary of Defense				X				
Former Chairman Joint Chiefs of Staff (Not Five-Star General or Admiral)				X				
*Assistant Secretary of Defense				X				
*Former Secretary of the Army, Navy, and Air Force					X			
Former Chief of Staff, U.S. Army; U.S. Air Force, and Chief of Naval Operations					X			
*Under Secretary of the Army, Navy, and Air Force					X			
Four Staf General and Admiral					X			
*Assistant Secretary of the Army, Navy, and Air Force					X			
Lt. General, Vice Admiral, Major General, Rear Admiral, Brig. General, Colonel, and Captain						X		
Officers below grade of Colonel & Captain							X	
All other military personnel								X

*Not entitled to burial in any national cemetery by virtue of this position alone. See the Act of 14 May 1948 (62 Stat. 234, 24 U.S.C. 281) and AR 290.5.

Figure 4-30.—Table of entitlement for military funerals from NAVPERS 15956 (Appendix A).

- Section 13—Miscellaneous
- Section 14—Mass Burials
- Appendix A—Table of Entitlements for Military Funerals

The Table of Entitlements for Military Funerals (Appendix A) is shown in figure 4-30. NOTE: Specific guidelines of NAVPERS 15956 are outlined in *Personnel Support, Module I* (NAVEDTRA 287-01-45-82).

NAVAL GENERAL LIBRARY MANUAL

The *Naval General Library Manual* (NAVEDTRA 38021) guides the administration, operation, and maintenance of a coordinated Navy and Marine Corps general library system and program. There are 15 chapters and 4 appendixes in this manual:

- Chapter 1—Introduction
- Chapter 2—Administrative Responsibility
- Chapter 3—Library Resources Management
- Chapter 4—Funding
- Chapter 5—Standards for Libraries
- Chapter 6—Collection Development
- Chapter 7—Gifts
- Chapter 8—Control of Library Materials
- Chapter 9—Technical Processes
- Chapter 10—Interlibrary Loan Policies
- Chapter 11—Technical Support Visits and Inspections of Naval General Libraries
- Chapter 12—Hospital Library Service
- Chapter 13—Library Service to Correctional Centers and Facilities
- Chapter 14—Film Program
- Chapter 15—Shipboard Libraries and Small General Libraries Ashore
- Appendix A—Policies and Criteria
- Appendix B—Collection Development
- Appendix C—Control and Processing
- Appendix D—Space, Equipment, and Supplies

Figure 4-31 was extracted from the *Naval General Library Manual* (Chapter 2) and shows the areas of responsibility for regional librarians. NOTE: Shipboard library procedures are explained in *Personnel Support, Module I* (NAVEDTRA 287-01-45-82).

MARINE CORPS PUBLICATIONS

As previously discussed in Chapter 1 of this module, Religious Program Specialists may also serve at Marine Corps bases both in the continental United States and at overseas locations. Therefore, RPs need to familiarize themselves with the publications and directives that are used in the Marine Corps as soon as possible after reporting for a tour of duty with the Marines.

It should be noted that comprehensive guidance concerning doctrinal and related publications for use within the Marine Corps is contained in *Doctrinal Publications Guide* (FMFM 0-3). This manual includes information on the management of the Marine Corps publications (authority, preparation, publication, and review); the relationship of other service publications; and a summarized compilation of doctrinal information applied to operations. FMFM 0-3 consists of the following 10 chapters:

- Chapter 1—Introduction
- Chapter 2—Fleet Marine Force/Organizations
- Chapter 3—Landing Force Planning Procedures
- Chapter 4—Combat Records and Reports
- Chapter 5—Communications

<u>REGIONAL LIBRARIAN</u>	<u>AREAS OF RESPONSIBILITY</u>
Groton, Ct	Maine, New Hampshire, Connecticut, Rhode Island, Illinois, Pennsylvania, New Jersey, Indiana, Delaware, Newfoundland, Iceland, Bermuda, Azores, United Kingdom, Crete, Middle East, Europe
Norfolk, VA	Virginia, West Virginia, Maryland, North Carolina, Naval District (Washington, DC), Cuba
Charleston, SC	Georgia, South Carolina, Florida, Mississippi, Louisiana, Texas, Tennessee, Puerto Rico, Bahamas, West Indies, Virgin and other Caribbean Islands, Panama
San Diego, CA	California South of Big Sur, Arizona
San Francisco, CA	California (Big Sur and Lemoore North), Oregon, Washington, Nevada, Alaska
Pearl Harbor, HI	Hawaii, Midway, Marianas, Philippines, Japan, Okinawa, Taiwan, Korea, Australia, New Zealand, all other Pacific, Indian Ocean, and Asian locations

Figure 4-31.—Areas of responsibility of regional librarians from Naval General Library Manual (NAVEDTRA 38021).

- Chapter 6—Combat Intelligence
- Chapter 7—Operations
- Chapter 8—Fire Support
- Chapter 9—Marine Aviation Operations
- Chapter 10—Combat Service Support

The *Marine Corps Directives System* (MCO P5215.1) publication establishes policies and standards on the operation and maintenance of the Marine Corps Directives System. It is designed to prescribe uniform methods for issuance, filing, and maintenance. MCO P5215.1 consists of the following four sections:

- Section I—Definitions and Responsibilities
- Section II—Preparation of Directives
- Section III—Maintenance of Directives
- Section IV—Formats

NOTE: “Orders” and “bulletins” are issued in the Marine Corps Directives System and have the same effect as “instructions” and “notices” issued in the Navy Directives Issuance System.

DIRECTIVES ISSUANCE SYSTEM

Although the majority of command directives are prepared and typed in the administrative office, the RP is required by occupational standards to be familiar with the various types of directives. A standard method of issuing directives in the Navy is provided in the *Department of the Navy Directives Issuance System* (SECNAVINST 5215.1). As stated earlier in this chapter, separate issuance of Marine Corps directives is contained in MCO P5215.1. The remaining sections of this chapter will be used to discuss the guidelines outlined in SECNAVINST 5215.1. NOTE: The formats of directives are intended to follow those of the naval letter. Therefore, the provisions of the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5) also applies to directives.

SCOPE OF SYSTEM

The Directives Issuance System contains the standard procedures and formats used to promulgate policy, procedural, and informational releases in the Department of the Navy. A directive:

- Prescribes or establishes policy, organization, conduct, methods, or procedures.
- Requires action or sets forth information essential to the effective administration or operation of activities concerned.
- Contains authority or information that must be promulgated formally.

The types of directives used in the Navy Directives Issuance System are INSTRUCTIONS, NOTICES, and CHANGE TRANSMITTALS.

An INSTRUCTION is a directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority. NOTE: The equivalent to an INSTRUCTION in the Marine Corps is an ORDER.

A NOTICE is a directive of a one-time or brief nature which has a self-canceling provision. It has the same force and effect as an INSTRUCTION. It will usually remain in effect for less than 6 months, but is not permitted to remain in effect for longer than 1 year. Any requirement for continuing action contained in a NOTICE, such as the submission of a report, use of a form, or following a specified procedure, is considered to be canceled when the NOTICE is canceled, unless the requirement is incorporated into another suitable document. NOTE: The equivalent to a NOTICE in the Marine Corps is a BULLETIN.

A CHANGE TRANSMITTAL is the medium used to transmit changes to an INSTRUCTION or, under extenuating circumstances, a NOTICE. Each CHANGE TRANSMITTAL describes the nature of the changes it transmits and gives directions for making them.

ADMINISTRATION OF THE DIRECTIVES ISSUANCE SYSTEM

The Directives Issuance System is managed from an overall standpoint by the Chief of Naval

Operations (CNO). It is the specific responsibility of the CNO to:

- Provide for needed improvements and changes in the system.
- Provide guidance and technical assistance to Department of the Navy components in developing, installing, operating, and improving the system.
- Coordinate with headquarters organizations, recommendations for changes in policies, standards, and procedures.

Issuing Authority

The issuing authority (the official by whose authority and under whose title a directive is issued) ensures compliance with the Directives Issuance System. This individual also promulgates internal procedures necessary for administering the system. It is the specific responsibility of the issuing authority to:

- Ensure that directives are issued to document programs, functions, organizations, policies, and procedures.
- Ensure that all directives conform to Department of the Navy policies and regulations, and to statutory requirements.
- Conduct annual and other reviews to ensure that the system's requirements are being met.
- Provide training for personnel who draft, review, prepare, and maintain directives.
- Issue a conversion table showing the old and new identifications of directives when the official name of an activity is changed, or when activities are consolidated or divided.
- Ensure that directives are automatically furnished to a newly established activity or an activity moved from one command to another.

Directives Control Point

Each command has a directives control point which evaluates the system's operations within the

individual organization on a continuing basis. This control point analyzes directives and makes recommendations for improvements when appropriate. The ship's secretary is usually designated as the directives control point of contact aboard ship. At shore commands, the administrative officer normally performs this function. It is the specific responsibility of the individual designated as the directives control point of contact to:

- Review each directive prior to signature to ensure compliance with directives standards, including preparation for proper signature, clearances, format, identification, security requirements, editorial standards, subject numbers, and references.
- Ascertain correctness, need, completeness, and overlap of, or conflict with other directives.
- Assign consecutive numbers to new instructions after signature.
- Ensure dating of new instructions after signature and prior to issuance.
- Review proposed distribution of each directive to ensure that it is appropriate and accurate in order to avoid overdistribution or underdistribution.
- Ensure arrangements are made for reproduction, distribution, and stocking directives.
- Maintain a master up-to-date set of all incoming and outgoing directives.
- Review checklists to ensure correctness of directives addressed to the organization.
- Obtain a complete set of all applicable directives upon activation or commissioning.
- Issue annual numerical checklists, quarterly additions and deletions, and annual alphabetical subject indexes of effective instructions the organization has issued.

LETTER-TYPE DIRECTIVES

Table 1 of SECNAVINST 5215.1 contains the standard requirements for the preparation, identification, promulgation, and distribution of letter-type directives. Figures 4-32 through 4-36 present the standard formats for letter-type directives discussed in Table 1 of SECNAVINST 5215.1.

SPECIAL-TYPE DIRECTIVES

Table 2 of SECNAVINST 5215.1 contains the standard requirements for the preparation, identification, promulgation, and distribution of special-type directives. There are basically three types of special-type directives. They are:

- MESSAGE-TYPE DIRECTIVE—Figure 4-37 shows Table 2 (SECNAVINST 5215.1) guidelines.
- PUBLICATION-TYPE DIRECTIVE—Figure 4-38 shows Table 2 (SECNAVINST 5215.1) guidelines.
- JOINT DIRECTIVE—Figure 4-39 shows Table 2 (SECNAVINST 5215.1) guidelines.

SUMMARY

It is the responsibility of the Religious Program Specialist to ensure that the office of the chaplain has access to the publications and directives needed to support the Command Religious Program. The first sections of this chapter contain general information on the various publications and directives that are used to conduct business in the office of the chaplain.

The Directives Issuance System is explained in the latter sections of this chapter. Selected examples of letter-type directives are provided to indicate the importance of using the proper format in preparing directives. This chapter is concluded with a brief discussion on special-type directives.



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

IN REPLY REFER TO
NETPDCINST 4570.1B
Code SU1
23 Jun 1982

NAVEDTRAPRODEVCEIN INSTRUCTION 4570.1B

Subj: Disposal of excess material; procedures for

1. Purpose. To establish procedures for the disposal of excess material.
2. Cancellation. NETPDCINST 4570.1A.
3. Responsibility. The disposal of excess material (worn out) will be coordinated through the NAVEDTRAPRODEVCEIN Supply Office. The Supply Office will prepare necessary documentation in accordance with the Defense Property Disposal Office Guide Regulation dated 11 July 1981.

JOHN O. JONES

Distribution:
List 1

95.32

Figure 4-32.—Sample Instruction.

NETPDCINST 1330.1C
3 Mar 1983

(3) Submit the rough NAVPERS 1626/7 to the PASS Liaison Office.

b. Upon receipt of the rough NAVPERS 1626/7, the PASS Liason Office will take the following actions:

(1) Prepare a smooth NAVPERS 1626/7 and obtain the signature of the accuser.

(2) Advise the accused of his/her rights under Article 31, UCMJ, and have him/her sign the acknowledgement of rights on the smooth form.

(3) Deliver the smooth NAVPERS 1626/7 to the officer designated by the commanding officer to conduct the preliminary inquiry.

(4) When the NAVPERS 1626/7 is returned by the preliminary inquiry officer, complete the "Information Concerning the Accused," and deliver the completed NAVPERS 1626/7 and the service record of the accused to the administrative officer who will arrange times for the executive officer's screening and commanding officer's non-judicial punishment as appropriate.

(5) Upon referral of the case from the executive officer to the commanding officer for disposition, prepare a page 13 service record entry for the accused containing the following information:

(a) That the commanding officer is contemplating non-judicial punishment for the alleged offenses.

(b) That the accused has the right to refuse non-judicial punishment and demand trial by court-martial in lieu thereof.

(c) That the accused has the right to consult with independent counsel prior to deciding whether to refuse non-judicial punishment.

(d) A statement that the accused does or does not wish to consult with independent counsel.

(e) The signature of the accused and a witness.

(6) Provide a mast Yeoman to record the results of non-judicial punishment. The mast Yeoman shall also notify the witnesses, division officer and security division of the time and place of the non-judicial punishment hearing.

(7) Notify the PASS office (NAVTECHTRACEN) of the non-judicial punishment results so that proper service record entries may be made.

(8) Ensure that entries are made in the plan of the day to reflect the results of non-judicial punishment.

(9) Notify the OOD of the non-judicial punishment results for inclusion in his/her log.

Figure 4-33.—Sample continuation page of an Instruction.



DEPARTMENT OF THE NAVY
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PENSACOLA, FLORIDA 32509

Canc: Mar 83

IN REPLY REFER TO
NETPDCNOTE 5060
Code AD
2 Mar 1983

NAVEDTRAPRODEVEN NOTICE 5060

Subj: Awards ceremony and personnel inspection 18 March 1983; guidelines for

Encl: (1) Schedule and diagram for personnel inspection
(2) Chief of Naval Education and Training schedule
(3) Alternate/foul weather plan

1. Purpose. To promulgate information relative to the 18 March 1983 awards ceremony and personnel inspection for NAVEDTRAPRODEVEN military personnel.

2. Information. A personnel inspection will be conducted for military personnel on 18 March 1983 in accordance with enclosure (1). The inspection will be followed by an official awards ceremony in which Vice Admiral Wilhelm, Chief of Naval Education and Training, will present the command with the Secretary of the Navy's Letter of Commendation awarded recently to this command. Information regarding VADM Wilhelm's arrival, ceremonial procedures, foul weather plan and general information is promulgated in enclosures (2) and (3).

3. Uniform for inspection. Service Dress Blue is the prescribed uniform for the inspection. Name tags will be worn.

4. Action. Department Heads will ensure that their personnel are aware of the contents of this notice.

John O. Jones
JOHN O. JONES

Distribution:
Department Heads

Figure 4-34.—Sample Notice.

95.34



DEPARTMENT OF THE NAVY
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DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

IN REPLY REFER TO
NETPDCINST 1330.1C CH-1
Code AD
30 May 1983

NAVEDTRAPRODEVCCEN INSTRUCTION 1330.1C CHANGE TRANSMITTAL 1

Subj: Request mast, meritorious mast and commanding officer's non-judicial punishment; procedures for

Encl: (1) Revised page 2

1. Purpose. To transmit new page 2 which revises procedures for processing the NAVPERS 1626/7.
2. Action. Remove page 2 of the basic instruction and insert enclosure (1).

John O. Jones
JOHN O. JONES

Distribution:
List 1

Figure 4-35.—Sample Change Transmittal.

95.35



DEPARTMENT OF THE NAVY
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IN REPLY REFER TO
NETPDCINST 1330.1C CH-2
Code AD
15 Aug 1983

NAVEDTRAPRODEVEN INSTRUCTION 1330.1C CHANGE TRANSMITTAL 2

Subj: Request mast, meritorious mast and commanding officer's non-judicial punishment; procedures for

Encl: (1) NAVPERS Form 1626/7 terminology changes

1. Purpose. To transmit change 2 to the basic instruction.
2. Repetitive changes. The following repetitive change is applicable throughout the basic instruction: "NAVPERS Form 1626/7" vice "NAVPERS 1626/7."
3. Filing. This change transmittal should be inserted at the beginning of the basic instruction in lieu of making numerous changes.

John O. Jones
JOHN O. JONES

Distribution:
List 1

Figure 4-36.—Sample Change Transmittal covering repetitive changes to a Directive.

95.46

Table 2.—Preparation of Special-Type Directives		
ITEM	INSTRUCTION	NOTICE
I. MESSAGE-TYPE		
a. Identification		
(1) <i>General</i>	A message that is a directive has additional identification at the head of the text, consisting of the authorized abbreviation of the issuing authority, followed by the designation "INST" for an instruction or "NOTE" for a notice, and the appropriate subject identification code.	
(2) <i>Washington Headquarters Organizations</i>	A general message, which contains information coming within the scope of the directives issuance system, will carry a directive identification number, in addition to series identification.	
b. Consecutive Numbers	Consecutive numbers shall not be assigned to message instructions.	
c. Changes	Changes to message directives shall be identified in the text by an appropriate change number. Examples: SECNAVINST 5215 CH-I or SECNAVNOTE 5215 CH-I.	
d. Cancellation	A message directive is automatically canceled 90 days following the release date, except when: (1) the text provides for earlier cancellation; (2) a subsequent release (change) specifically extends the time; or (3) it is reissued in letter-type directive format. The cancellation paragraph of the latter shall identify and supersede the message it replaces.	

95.45A

Figure 4-37.—Table 2 (SECNAVINST 5215.1) guidance on Message-Type Directive.

Table 2.—Preparation of Special-Type Directives		
ITEM	INSTRUCTION	NOTICE
2. PUBLICATION-TYPE		
a. Identification	Directive identification information and the issuance date shall be placed on the title page or the cover, as is applicable. They need not be shown on each page, as is required for letter-type directives. When separate covers or binders are used, they shall show the title, issuing office, and the directive identification information, subject code number, and the consecutive (point) number, if applicable. The edition designation and the date of issue need not be shown on the cover, but they must be included in the transmittal.	
b. Contents	<p>The contents of a publication issued in the directives issuance system shall include the following:</p> <ul style="list-style-type: none"> (1) A locator cross-reference sheet. (2) A signed transmittal prepared in letter-type directive format. Distribution and stocking information should be shown on the signed transmittal, or, if necessary, on a separate page. (3) A table of contents, as appropriate. (4) A record-of-changes page. 	
c. Changes	Publication-type instructions are changed in the same manner as letter-type instructions. (See table I.)	
d. Bringing into the System	Publications or manuals not in the directives issuance system may be brought into the system without reprinting, by issuing an instruction that changes the publication number to a directive number. The instruction shall (1) make specific reference in its text to the publication it is bringing into the system, and (2) transmit a locator cross-reference sheet, or provide a space for indicating the location of the publication if it is likely to be maintained outside the directives binder.	
e. Distribution (Need to Know)	In order to assist originators in restricting distribution lists to those who "need to know," the following procedure is suggested:	
(1) Issuing Authorities	If a publication-type directive has a selected distribution list (those not addressed to all ships and stations), issuing authorities are encouraged to use OPNAV form 5210/41, Records (Paperwork) Management Improvement Recommendation, preferably bound with the publication, and perforated for tearing out by addressees.	
(2) Addressees	Addressees should utilize the form to request the issuing authority to delete them from future revisions and changes to the directive.	
(3) Replies to Requests for Deletion	No replies to requests for deletion from distribution lists are required, unless the deletion is questioned.	

95.45B

Figure 4-38.—Table 2 (SECNAVINST 5215.1) guidance on Publication-Type Directive.

Table 2.—Preparation of Special-Type Directives

ITEM	INSTRUCTION	NOTICE
3. JOINT DIRECTIVES		
a. Intra-Navy	<p>A directive issued by two or more components of the Department shall be identified in one of the following ways:</p> <p>(1) Assignment of separate, complete directive identification for each participating organizational component (as is done for joint interservice directives). Each of the separate directive identification numbers is shown on a different line as the designation abbreviation in the identification symbols and as the directive designation.</p> <p>Designation abbreviation example: BUMEDINST 5000.10 BUPERSINST 5000.15</p> <p>Designation example: <u>BUMED INSTRUCTION 5000.10</u> <u>BUPERS INSTRUCTION 5000.15</u></p> <p>When, in either the directive designation or the designation abbreviation, it is necessary to break one of the items, the second line is indented two spaces. There is only one underscore for the directive designations, extended the length of the longest line.</p> <p>(2) Assignment of a composite single identification, using the abbreviated identification of each component in the identification and designation lines, separated by a diagonal line with one subject identification number, including consecutive point number, where applicable. Because it sometimes may be difficult to determine a component with primary cognizance, and because each component assumes continuing responsibilities concerning a joint directive, a separate series of instruction consecutive point numbers for each combination of issuing components, unrelated to the numbers assigned to instructions issued by one of them, shall be assigned. When it is necessary to break either the directive designation or the designation abbreviation, it should be broken after the diagonal line separating the abbreviation of the issuing authorities or after the abbreviation of the second issuing authority. Examples:</p> <p><u>COMALASKANSEAFRON/</u> <u>COMSEVENTEENINST 5000.10</u></p> <p><u>COMALASKANSEAFRON/COMSEVENTEEN-</u> <u>INST 5000.10 CH-1</u></p>	
(1) Referencing	All references to a joint directive should be to the complete identification symbol and designation line.	
(2) Checklisting	Each participating component should include the directive in its checklist.	
(3) Use	Issuing authorities are cautioned against use of the joint directive, except when essential to obtain necessary jurisdictional coverage. This is particularly relevant when additional duty or "double-hatted" staffing exists. In all types of cases, consideration should be given to a regular issuance by the next higher common superior.	
(4) Signature Location	<p>The signature and related information (i.e., name, and title or "By direction") of the issuing authority ends flush with the right margin; that of the first cosigner begins at the left margin; and that of the third participant is centered between them.</p> <p>If a joint directive is used by a "double-hatted" official, only one signature is required, located at the same place as on directives from the chief official of a single command.</p>	
b. Interservice	A directive issued jointly by the Navy and one or more of the other military services is assigned a separate designation by each of the participating services. When issued in the directives issuance system, an interservice directive shall carry the authorized abbreviation of the cognizant Navy component in the same manner as other directives issued by that component.	
c. Changes	When the text of a joint directive is to be changed, coordination with the other issuing authorities must be effected before the change is promulgated. Such changes are issued in the same manner as other letter-type directives. (See table I.)	(R)
d. Supplements	A supplement may be issued to a joint interservice instruction to provide information or procedures specific to components of the Department of the Navy, provided it does not alter the terms of the basic joint directive.	(A)

95.45C

Figure 4-39.—Table 2 (SECNAVINST 5215.1) guidance on Joint Directives.